

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

Annette Dunn
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
August 8, 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.

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

Voting Members in Attendance: Peter Huffman, Marty Smith, Tom Lampe, Michele Bischof, David Ness, Rob Rotter, Carole Lund-Smith, Angela Clouser

Members via Conference Line: Andy Buffington, Jason Leonard, Larry Smith, Patrick Updike

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

Absent: Jeff Swearngin, John Benson, Michael Kasper, Ellen Hagen, Annette Dunn

Guests: Chrystal McIntyre, Tammy Rodriguez, Mike Lauer, Rob Dehnert, David Barnett, Doug McCasland, Jason Study, Curtis "Wally" Walser, Brandon Miller Guss, Tracey Bearden, Douglas Knoll, Connie Stufflebeem, Brian Krumm, Tom Reis, Amanda Roush, Jim Lundsted

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

Approval of Minutes: Peter Huffman made a motion to approve the July meeting minutes. Carole Lund-Smith seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers reported that the SCIP refresher is ongoing, and all committee webinars are complete. The purpose of the refresher was to update and review the goals and objectives of the various ISICSB committees, as well as align them with the 2019 National Emergency Communications Plan. The updates will be distributed to the ISICSB soon. A webinar is scheduled for August 30th to continue discussions and findings of the previous webinars. SWIC Maiers will be sending out the information for the webinar. Tentatively, the final meeting regarding the SCIP refresher will be around September 11th, and the final document will be ready for ISICSB approval.

SWIC Maiers attended an Interoperability Markers Meeting in Little Rock, Arkansas. The purpose of the meeting was to review specific interoperability benchmarks created by ECD. SWIC Maiers will distribute his evaluation as well as a blank version for the board to comment and add further feedback.

SWIC Maiers reported that Chair Lampe had signed the StatusBoard MOU with Minnesota, and the signed MOU has been returned for Minnesota signatures.

Interstate interoperability discussions are ongoing with surrounding states. A recent meeting with Minnesota started with pursuits but expanded to include a lot more scenarios for interstate communication to occur. Recent meetings with Nebraska and Missouri were postponed due to disasters affecting those states.

SWIC Maiers attended a second SAFECOM Interoperability Continuum meeting. Topics discussed included financial aspects and cybersecurity aspects, and the discussions will be ongoing and may be a significant revision to the Continuum.

The data interoperability group will meet at APCO in Baltimore. However, he will not be able to attend but will be receiving a briefing on the discussions and findings.

SWIC Maiers reported that Encryption White Paper standards improvements were addressed. Iowa's efforts regarding this received recognition in a recent Mission Critical Communications article.

Chair Lampe inquired as to whether or not there is an official StatusBoard policy in existence. SWIC Maiers stated that there is not a specific policy adopted at this point, but one is ready for review and editing.

Chair Lampe requested that SWIC Maiers clarify and explain the purpose of the StatusBoard. SWIC Maiers outlined how the State of Minnesota developed the StatusBoard as a situational tool to show which interoperable resources are available at any given time. Users can include dispatchers or other personnel that may need to see which talkgroups are available for a planned or unplanned event.

911 Council Report & 911 Program Manager: 911 Program Director Blake DeRouche reported that the 911 Council had completed the self-assessment section of Peer Assessment developed by the National 911 office. The evaluators will arrive in Des Moines the week of September 9, 2019. At that time, the Peer Assessment Team will review the self-evaluation and will report the conclusions to the 911 Council on September 12, 2019. Mr. DeRouche invites anyone who wishes to attend to do so.

Mr. DeRouche will present 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 there are currently 38 PSAP's that have signed Letters of Interest for the Shared Services Call Handling System. Of these, fourteen have signed binding letters. Four are currently active, and two are scheduled to go live sometime in August.

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

Finance Report: In the absence of Finance Chair Ellen Hagen, SWIC Maiers gave the finance report. The monthly net expenditures during July for the Interoperable and Broadband Communications Fund were \$13,327. The July ending balance was \$231,567. Monthly expenditures during July for the SLIGP 2.0 were \$13,143. Of that amount, \$10,515 were federal expenditures. The remaining federal amount available from the grant is \$445,208.

Governance Committee: Governance Committee Vice Chair David Ness reported that the committee reviewed four standards that will be up for approval in New Business.

Operations Committee: Operations Committee Chair Michele Bischof reported that the committee met twice and discussed the user documents for the PSAP Local Control Stations. A proposal for legacy systems is also in developmental stages for review and comments.

The Operations Committee also reviewed and gave feedback to the User Group Committee questions regarding ancillary services for companies such as towing companies.

Outreach Committee: Shawn Wagner encouraged the board to visit the ISICSB booth at the Iowa State Fair.

The committee will continue to work on planning for other Outreach events.

FirstNet Outreach Specialist Report: FirstNet Outreach Specialist Shawn Wagner reported that the RIC 5 Outreach Event is tentatively scheduled for October 1, 2019. The event will include PSAP console basic training and user experience.

Mr. Wagner reported that there had been additional updates made to the ISICSB website.

Chair Lampe stated that outreach events should start focusing on PSAP console training.

Mr. Wagner would like feedback from anyone that had a positive experience at RAGBRAI with the AT&T/FirstNet phones.

Training/Exercise Committee: Interim Training Committee Carole Lund-Smith thanked Hollie Davidson and SWIC Maiers for their assistance in putting together a Training Committee member contact list.

The Training Committee completed a SCIP review.

There is a PSAP Cybersecurity Webinar scheduled for August 19, 2019. As of date, there are 65 registrants.

There is a COMT Training in Clarinda, and the information is located on the ISICSB website.

Tentatively, the committee is planning a COML and INTD training scheduled for the end of the year.

Interim Chair Lund-Smith reported that she, SWIC Maiers, Deputy SWIC Walser, Jim Lundsted, and the Homeland Security Interoperable Communications Technical Assistance Team participated in a meeting on August 6th and 7th. Discussions centered on where Iowa stands in regards to COMU and movement to integrating with the Telecommunications Response Teams. SWIC Maiers added that the meeting brought insight into how to update the COMU policy and to get more credentialed COMU personnel.

Technology Committee: Technology Chair Updike reported that the Committee discussed possibly looking at some policies regarding co-location at tower sites. Discussions regarding these policies will be ongoing at future meetings.

David Ness asked for clarification as to the meaning of co-location at sites. Chair Lampe explained that some local agencies have requested to put something like VHF equipment on those sites as an exchange for using county land for the ISICS site. The policy would address what has to be done to ensure the ISICS and local equipment function properly when co-located on the same tower site.

FirstNet Broadband Committee: FirstNet Committee Chair Michele Bischof reported that there is no report, as the Committee will not meet until August 13th.

LEA Committee: LEA Committee Chair Connie Stufflebeem explained that the sites that were candidates for co-location had been evaluated, and two sites with new tower builds are physically too far apart to be co-located. Of the sites that will work, these sites must be wired to the new huts for them to continue working. There are currently four sites remaining for wiring.

The LEA Committee discussed methods for keeping the RICs informed as to what is going on as far as the co-location sites and when the work is near completion.

The Committee discussed operational topics that have been referred back to the Operations Committee.

Chair Lampe inquired as to what the process is for keeping the RICs informed. LEA Committee Chair Stufflebeem stated that SWIC Maiers has been reporting at the RIC meetings.

Other Reports:

Board Information Sharing – Marty Smith shared that he used his Iowa Department of Public Health portable radio while attending RAGBRAI activities across the state. The system worked great in all areas of the state where he tested the radio. Mr. Smith recognized RACOM, Motorola Electronic Engineering, Electronic Applications, SWIC Maiers, and Dave Brittain for their support throughout the RAGBRAI event.

SWIC Maiers thanked the RAGBRAI PSAPs for taking the initiative and effort to get their control stations online and prepared for RAGBRAI. He also mentioned that the Regional CALL talkgroups would be a good avenue for the Public Health facilities to contact PSAPs.

Chair Lampe reported that Genesis is now up and running and elaborated on the various reports the program can provide on ISICS.

Chair Lampe shared a positive experience with several PSAPs and patching LEA during a recent pursuit. Chair Lampe stated that the patch was very successful and was able to patch together several conventional LEA sites into ISICS to connect dozens of law enforcement personnel.

Motorola Project Manager ISICS Update – None.

FirstNet / AT&T Update – David Barnett introduced himself as the new FirstNet/AT&T Representative for the State of Iowa.

Mr. Barnett reported the following sites had launched since the July meeting – Paxton, Belmond, Grundy Center, and Holy Cross.

Chair Lampe inquired as to the number of sites projected to be launched by the end of the year. Mr. Barnett informed that as of date, approximately 60 sites are expected to launch by the end of September. Mr. Barnett will report the exact number at the next ISICSB meeting.

SWIC Maiers suggested that there be a simple dot map provided with the sites that have launched to date.

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

- Two regional cybersecurity advisors and CISA are reviewing the PSAP CyberSecurity webinar content in advance of the webinar
- CISA and the FBI are working to resolve a new cybersecurity threat called a fileless malware that was recently discovered and is difficult to discover and address
- With respect to what SWIC Maiers reported with the Interoperability Markers, Congress has mandated Government Performance Metrics, which will inform Congress of where the budget is being invested and supports the SWIC in determining future SCIP planning.
- SCIP refresh course is scheduled for September 10th and 11th. Location TBD. There will be a report to the ISICSB following the workshops.

Standards Working Group – SWIC Maiers reported that the group reviewed and updated standards based on user feedback. There are four updated standards up for approval under New Business.

Chair Lampe stated that all committee chairs should be made aware of the standards and how they affect their committees.

Discussion ensued regarding the numbering system for the ISICS Standards and updates. SWIC Maiers explained how the numbering system is set up on standards. SWIC Maiers also mentioned that the updated standards are designated with a more recent date rather than a version number.

Old Business: None.

New Business: User Group Committee Chair Buffington made a motion to approve the following users: Level 4 (update) – Adair-Guthrie. Level 2 – City of Atkins. Level 2 - Aurelia Fire Department. Level 1 – Iowa County. Level 1 – United States Probation Office – Southern District of Iowa. David Ness seconded the motion.

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

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

Governance Vice-Chair Ness made a motion for the approval of four standards. The standards included were updates to the following: Statewide Interoperable Plain Language Policy, Announcements, ISICS Regional and Statewide Interoperable Talkgroups, and CAD and ATIA Connectivity. Vice-Chair Ness suggested that the Board address the issue of a

more effective manner for dealing with minor changes to the Standards rather than waiting until the next board meeting for approval. Peter Huffman seconded the motion.

Ms. Bischof commented that a revision should be made to Standard 1.12.0 Announcements under the "Purpose" heading and should include the word "interoperable resources." The board agreed to accept this revision. A revision is also needed for Standard 1.5.0 ISICS Regional and Statewide Interoperable Talkgroups and will be sent back to the Governance Committee to review and revise.

Vice-Chair Ness made an amended motion for the approval of three standards (1.3.0 Statewide Interoperable Plain Language Policy, 1.12.0 Announcements with suggested revisions, and 3.12.0 CAD and ATIA Connectivity). Michele Bischof seconded the motion.

Administrative Assistant Hollie Davidson took a roll-call vote to approve the three standards.

Motion to approve passes with twelve "aye" votes (Patrick Updike, Peter Huffman, Marty Smith, Tom Lampe, Andy Buffington, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Carole Lund-Smith, Larry Smith, and Angela Clouser).

Governance Vice-Chair David Ness made a motion to approve the Iowa-Illinois State Level MOU. Peter Huffman seconded the motion.

Administrative Assistant Hollie Davidson took a roll-call vote to approve the Iowa-Illinois State Level MOU.

Motion to approve passes with twelve "aye" votes (Patrick Updike, Peter Huffman, Marty Smith, Tom Lampe, Andy Buffington, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Carole Lund-Smith, Larry Smith, and Angela Clouser).

Chair Lampe requested that a motion be made to approve the SLIGP 2.0 Grant Extension Letter requesting an extension through March 31, 2021. Chair Lampe explained how the extension request came about and what it entails.

Michele Bischof made a motion to approve the SLIGP 2.0 Grant Extension Letter. Carole Lund-Smith seconded the motion.

Administrative Assistant Hollie Davidson took a roll-call vote to approve the extension letter.

Motion to approve passes with twelve "aye" votes (Patrick Updike, Peter Huffman, Marty Smith, Tom Lampe, Andy Buffington, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Carole Lund-Smith, Larry Smith, and Angela Clouser).

Public Comment: None.

Motion to Adjourn: Peter Huffman made a motion to adjourn. Chair Lampe seconded. Meeting adjourned at 11:33 a.m.

YouTube link for the August 2019 ISICSB Board Meeting:
<https://www.youtube.com/watch?v=wnEpc0fM5vQ>