

Meeting Minutes
Iowa State Interoperable Communications System Board
February 11, 2016
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

John R. Benson
HSEMD

Tom Boeckmann
Iowa DPH

Carole Lund-Smith
ILEA

Andy Buffington
Communications Center

Kerry Devine
Municipal Police Department

VACANT
Communications Center

Linda Frederiksen
EMS

Kelly Groskurth
Member At-Large

Ellen Hagen
Fire Department (Volunteer)

Ted Kamatchus
Sheriff's Office

Michael Kasper
Sheriff's Office

Deb Krebill
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolffradt
Office of the CIO

Robert A. Younie
Iowa DOT

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

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.

Voting Members in Attendance: John Benson, Tom Boeckmann, Tom Lampe, Andy Buffington, Ellen Hagen, Michael Kasper, Bob Younie, Kelly Groskurth, Kerry Devine, Jason Leonard

Voting Members via conference line: Patrick Updike, proxy for Bob von Wolffradt, Linda Frederiksen, Jeff Swearngin, Ted Kamatchus

Non-Voting: SWIC Craig Allen, Deputy SWIC Helen Troyanovich, Shawn Wagner

Absent: Deb Krebill, Bob von Wolffradt, Carole Lund-Smith

Guests: Rob Koppert, Cass Co 911; Duane Vos, RACOM; Blake DeRouche, HSEMD; Jontell Harris, ICN; Shweta Agrahari, ICN; Curtis Walser, Cedar Rapids FD; Sandy Morris, DMPD; Larry Smith, Washington/Keokuk Co EMA; Jim Lundsted, DHS OEC; Ric Lombard, ICN; Stephen Rodriguez, ICN; Melvin Mercado, Motorola; Tom Marcinik, Motorola; Tim Ahrens, Motorola; Shari Schmitz, Motorola; Kevin Condon, IA Communication Alliance; Josh Halterman, IA DOT; Doug McCasland, Warren Co 911; Rob Dehnert, Westcom; Brian Krumm, JVC Westwood; Nate Rippey, ISP; Rhonda McKibben, DPS; Mindy Benson, Tama County EMA

Approval of Agenda: Motion to approve the agenda was made by Ellen Hagen. Seconded by Kerry Devine. All in favor. Motion passed.

Approval of Minutes: Motion was made to approve the minutes by Michael Kasper. Seconded by Tom Boeckmann. All in favor. Motion passed.

SWIC Report – SWIC Allen reported on the following items:

- Deputy SWIC Troyanovich reported on the RICs. The RIC chairs and vice-chairs have met their goal of establishing schedules for by the February 1 deadline. The calendar on our ISICSB website has those meeting schedules. So far this month, only Region 1 has met. She attended a one hour, one-on-one training session with OEC CASM database specialist, Jeff Lee of SAIC who manages this NG/CASM database. She participated in a NG/CASM Outreach training webinar hosted by ISICSB with approximately 55 Iowa attendees. As a result she worked on a CASM access control process so any database access for cyber security reasons should have access for control policy and need to have operational security approvals. That is what they have been working on with User Group Committee (UGC) Chair Buffington and the OEC. In speaking with the Department of Homeland Security/ Office of Emergency Communications (OEC) security is a big push. So she submitted a request on behalf of the state of Iowa to attach the authority needed a form that has approval from the responsible party of the local NG/CASM data being entered. How has access and who can make changes to databases is a place we institute choke points to secure data.
- SWIC Allen stated that as the Board matures and are using the website more and more, he wanted to recognize Outreach Specialist (ORS) Shawn Wagner and his team for efforts they have put into improving our website. ORS Wagner and his team work closely with the Iowa CIO's office to insure compliance with contemporary rules and guidelines. For example, the Board can link our website to Telecommunications Industry Association (TIA) website to demonstrate our participation with TIA and to help our stakeholders find important information about radio standards. SWIC Allen feels ISICSB website will really help drive some of the information from Outreach efforts, elements that the Board has been trying to get out.
- SWIC Allen reported he spent a great deal of time on the LMR system this month. Mostly strategic in nature, as in what are the next project steps and how to move things forward efficiently. One example, is last month Emergency Manager Tim Mallott, Cedar County came and challenged this Board regarding creating a standardized model of User ID for Project 25 Systems, some of the Iowa subject matter experts including Captain Walser, Cedar Rapids Fire and Deputy Director Rob Dehnert, WESTCOM began socialization of what best practices for Iowa needs to look like. SWIC Allen reached out to Indiana learned Indiana has 500 uses talkgroups, whereas the Michigan platform uses 6500 talkgroups. The populations of those 2 states are not that different, however how they use and operate their platforms is significantly different. Iowa needs to figure out how we operate here, and what model best fits our needs and keep that in perspective. Motorola and others will be working on detailed design review (DDR) and getting a date set for that. That DDR process is not a single day meeting. As a team we are

trying to understand what best practices means here in Iowa and how best to make that work.

- SWIC Allen attended the TIA P 25 week long standards meeting in San Diego. This is a group of engineers that meet and really get down into the nitty gritty of everything standards. TIA TR8 members are excited to have the involvement of this board. He was thanked by many manufacturers that we are participating as a user to bring a new perspective particularly in terms of Time Division Multiple Access (TDMA) two slot platforms technical needs and aligning with Frequency Division Multiple Access (FDMA) phase 1 single slot systems into a TDMA Phase 2 two slot platform and actually make it work on a statewide basis. P 25 members believe they have some learning that could come out of our experiences here so there is some excitement there. SWIC Allen knows that Iowa would like to be first and in this instance we move to the front of the pack when we published our Public Safety Grade (PSG) statement policy. It took while but when we published it; it began to generate conversation in the Land Mobile Radio (LMR) community. Chair Lampe and SWIC Allen had attended a TIA meeting in Arizona about a year ago challenging P25 community to say how or define how P25 is public safety grade. At that time it did not exist in writing anywhere; they took that challenge on about 3 months ago and now a select group of members are in the process and just about to release their Project 25 definition of public safety grade. So Iowa's conversation about PSG has now led the National Council of SWICs to begin looking at it and they have questions about so many areas not covered by P25 standards. P25 is a standard with specific limitation to equipment. P25 does not provide a definition or standard of coverage; there isn't a standard for battery back-up, emergency generator, etc.
- SWIC Allen reported continuation of working on what interoperability means with for federal and out of state users during the National Governor's Association Conference that is coming up and they are actively preparing for that in the event of a best case or worst case scenario. He wanted to point out that there has been energy and effort put into the User Group committee RIC planning and meeting too.

Ted Kamatchus commented that in reference to the standards he hopes that the TIA group works with CALEA law enforcement which is an organization that was formed by Noble, IACP, and NSA and they have very specific standards for communication with battery backup, the protection of towers. There are a very advanced number of standards that were developed with the input of APCO and other organizations. He hopes that whatever they are going to do in light of that, that they would work with CALEA because they are a very established organization that is a recognized national organization that comes on site and monitors a lot of things. He asks that SWIC Allen pass that along as a recommendation. SWIC Allen stated he will make sure to pass that information along.

During the SWIC report Motorola asked to make a presentation on the current status of the project, so Motorola Project Manager Melvin Mercado spoke. He advised he has another meeting to attend so he requested to be moved up on the agenda and give his power point presentation on the Motorola ISICS system. He gave a quick update. He stated there are many moving parts right now and he wanted everyone to understand where they are at. One thing he wants everyone to understand is that a project like this has multiple moving parts

and he has grouped them into 3 major categories, Site Development, Systems Engineering and Optimization. Site development has physical site construction, installation, permitting, etc. That has to do with towers, filters, generators. With the systems engineering you have to deal with the configuration and management of the system, physical interfaces and operations as well. And the 3rd piece is the optimization which is fleet map development, talk group development and rules and process. There will be different groups of people who will be involved with these so right now looking at site development we have many sites being developed for that because we need to drill down to all the different individuals throughout the state to make sure we have the capability of reaching out to everyone. System engineering is more of a technical focus. With that comes the local knowledge of current operations and current systems that are operating and how they integrate into the system. There is some overlapping of the engineering and optimization because they both deal with existing systems. This is going to be a multi-month process as they are over 80 sites that have to be developed. What they really want to do is as they start building out these sites and developing plans for build outs we are going to partner with the folks who are going to be interfacing with us so we can review them as we move forward. The other piece is the system engineering detail design review (DDR). The focus is different for this DDR. So in this case we want to make sure that, again we are looking at current operations how we can integrate systems together and how do we manage the overall system. You have to make sure that there is an agreement or understanding that this is not something unique. It really has to do with the configuration of this system. The system can be geared to many things but we want to make sure that it mimics what is needed. This is where we have a lot of technical discussions in this process. So that is a group that focuses on the user operations. The third piece and that is the operations optimization piece of this. This is when we start getting a much larger group of folks that are going to be involved in how things operate in their regions and counties so we can have consensus in developing an overall plan. So that process is much longer and because it takes much more coordination between a much larger audience. He showed the plan of how the state is going to be interconnected with all the sites. What they are doing right now for the purposes of moving forward is they are focusing on interconnecting the 3 cores. There are geographically separating cores throughout the state. They want to have them interconnected so moving forward we are focusing on the 3 core loops that connect those cores together. There are many sites but want to make sure to give precedence to the sites that get us connected together. That is a critical piece of this overall project. There are the 6 homeland security regions. As they started the first step of this process which is site development work, they have dashboards that were developed internally to keep track of how things are moving along in each region. Looking at region 1 for example, there are 21 sites that fall in region 1, they have contacted 17 of those POCs, wanting to follow up with 4 and that gives us 81%. Once they establish that, they go out with a team of architects and engineers who look at the sites and take pictures and measurements. All this is for purposes of developing a plan of development for that site. That means they have to start looking towers, property lines, etc. For region 1 as of yesterday they have done that for 8 of the sites. Region 2 does not fit into the priority list right now so they have developed POCs but are going to move into that as we go along. This is an ongoing process for any project. For the next couple of weeks they will have people targeting these locations to coordinate with the project manager and move on. When this process is over we will have construction drawings that have all the details that you can think of on site. Construction drawings are a large package with lots of information, terrain related; land related, flood zones, bird migrations, FAA clearance, etc. There is a lot of paperwork that goes on with that package. And that is what they will provide with each one of these sites. Once they have that package approved, the next step is to proceed with the construction. These dashboards will be done on a regular basis.

In terms of action items, just like they did with site construction portion of this, they want to establish the POCs for the system engineering detail design review. Once we have the list of names we can start the coordination process. So the first step is going to be to set up a preliminary call to calibrate the expectations of everyone that will participate. That means we are not just going to start cold turkey but once the names have been identified we will be able to have a call to talk about how this is going to work, the mechanics of this and what the expectations would be. It will be a collaborative effort between all the participants. Will lock in the date and location and will start with the DDR process. A critical piece of this is for us is support and review of this technical/ddr subcommittee. We won't move forward without the recommendation from that subcommittee.

E911 Council Report – Chair Ray was not here today. Blake DeRouche reported the council approved 23 carry over applications totaling \$1.2 million dollars. For the fiscal year they are at about \$7.9 million dollars in carry over grant funding or 69.5% of the maximum statewide.

E911 Program Manager – Blake DeRouche reported that he presented the quarterly report from final quarter of calendar year 2015. In the operating surplus there is \$20 million dollars, \$13.5 of which is unobligated so between carry over grant and some other projects they have going, \$13.5 is number that is available in that carry over grant fund.

User Group Committee – Chair Andy Buffington reported that the user group committee will be having their first next Thursday, February 18, 2016. They had 1 RIC meeting so far that he and Deputy SWIC Troyanovich sat in on. That was with RIC Region 1, with Deputy Chief WESTCOM, Rob Dehnert as the Chair. It has been interesting seeing how the RICs are going to function; obviously they are going to be discussing FirstNet, and LMR needs. One of the things that RIC 1 Chair Dehnert brought forward was the interoperability discussion where there are situations going on within individual jurisdictions that have occurred where interoperability was a benefit or wasn't an issue. He sees the RICs as being able to have a nice flow of information from the Board down to that local agency level and vice versa. Some of our policy statements, making sure it's are distributed as widely as possible. With some of the different system engineering required in FirstNet or a statewide LMR platform there is not a whole lot of folks who understand something of this magnitude. However things like the platform optimization and getting those POCs per agency via outreach efforts, when we start dealing with some of the different specifications such as fleet mapping and things like that, it will prove very invaluable. As he looks at these RICs as they are going to be working with the user group committee, they are discussing developing frequently asked questions (FAQs) so they can post them to website and pass those around at meetings as FAQ's is a great place to start discussions and get people asking the questions and getting information such as what do the locals want to know, what do they assume is going on. Those things can be brought back up to the UGC committee level and then passed on to the Board. And the outreach committee will be able to pass a lot of information on through these Regional RICs. Will be jumping into SCIP formulation, Chair Buffington is working with SWIC Allen and Deputy SWIC Troyanovich getting that SCIP done so next month will have something a little more concrete as well as will be asking RICs to get those POCs per agency.

Chair Lampe commented on the status of the MOU is in the draft stage and is almost complete. It will be at the Attorney General's office in the next week or so.

Finance Report – Chair Groskurth reported the finance committee met February 2, 2016 via phone conference line. They reviewed the financials and recommend Board approval of the financials. The financials are the state appropriation that we have. We have used \$35,707.84 for fiscal year 2016 and we have \$231,075 that remains in that fund available for usage. The SLIGP grant December 30 through January 28 we used \$33,881 and there is remaining in that grant \$1,330,416 so they did recommend approval of the financials.

Bob Younie made a motion to approve the financials. Andy Buffington seconded the motion. All in favor. Motion passes.

Chair Groskurth stated they were asked to review travel expenditures to Minnesota's Interoperable Summit in April, 2016. Board would like to send 3 to 4 members; the cost would be less than \$3,000 for everyone needing to attend the conference. The Finance committee did approve that to not exceed \$3,000 total.

Bob Younie made a motion to approve travel expenses to Minnesota not to exceed \$3,000. Ellen Hagen seconded the motion.

Under discussion for motion

SWIC Allen stated this Minnesota Summit is an excellent opportunity especially for the LMR side of things. It is an excellent opportunity for those who do not have an understanding how a wide area trunk system works. Minnesota may not be set up the same way as Iowa and we might have other needs that drive us to have our system to operate a little differently and that is okay if we understand how theirs works then we can get an understanding of what we might want to do. Chair Lampe stated it would be in St. Cloud, Minnesota. Those who want to go need to send a travel request form to Chair Lampe.

All in favor. Motion passes.

Chair Groskurth stated next was the expenditure request for the National Governor's Association. Iowa will be hosting this in July, 2016. It is an interoperable high profile event and Chair Lampe is requesting that in order to get COMTs and COMLs involved as well as experts that have already had high profile events in other areas of the nation, to have an expenditure appropriation for him to spend up to \$5,000 to help bring in subject matter experts (SME) to make sure this event runs the way it needs to run within our operability. The committee did approve up to \$5,000 for SME request and also to seek reimbursement if there is an opportunity that arises from the NGA to help with that. Chair Lampe explained that this will be the first use of the ISICS system so he would like use best practices for large events using the trunk system. He talked with a FirstNet person when in Arizona and they discussed how used the trunk system at the Super Bowl in Arizona and how it went. If they can handle the Super Bowl, they should be able to handle the NGA. SWIC Allen has made contact with that AZ person and he is going to help us out on that. He wanted a little cushion if we need to have someone help us out with this and wanted to be able to fund it and we will ask for reimbursement from the NGA for this and they will help fund for this.

Kerry Devine made a motion expend up to \$5,000 for help in setting up for the NGA and seek reimbursement from the NGA. Mike Kasper seconded the motion. All in favor. Motion passes.

Chair Groskurth stated that Chair Lampe has proposed that chair and vice-chair and all the committee chairs obtain a flight pre-check status at airports with the Transportation Security

Administration. That cost would be \$85 per person for TSA pre-check. The finance committee did approve that for all committee chairs, and Board chair and vice. Chair Lampe explained that if our chairs go anywhere as he is anticipating travels for them. It is a lot easier to go through airport with pre-check. You have to provide birth certificate and then complete forms.

Ellen Hagen made a motion for the approval of TSA fees for members recommended by Finance Committee when traveling. Bob Younie seconded the motion. All in favor. Motion passes.

Governance Committee – Chair Younie stated the governance committee continues to meet monthly and will have an item under Old Business to discuss regarding administrative rules.

Operations Committee – Chair Kamatchus reported that next week he would like to meet with Chair Lampe and SWIC Allen so they can begin to formulate more of an idea of the STR inventory process that was discussed in the past as well as the public private partnership sub-committee. He wants to put some substance together in those 2 areas and once they have that with their input he will be able to also come up with a date, he believes next month to get a face to face meeting with full committee as a whole. He states that probably tomorrow he will call Chair Lampe and see what days he is free next week. SWIC Allen stated that no action had been taken although Helen Troyanovich can give us some inside information on how the ICN does their inventory and she has offered to help us with that. Sheriff Kamatchus stated he just returned from National Sheriff's Association and they had a conversation about FirstNet and had probably 30 to 40 states represented and Iowa is so far ahead of the others as far as FirstNet is concerned. There is a total lack of understanding by most states in this initiative. Other states appear to be excited to hear about it but don't really understand.

Outreach Committee – Chair Benson reported that from their meeting earlier this month they are working on the LMR outreach program. He has worked with Melvin Mercado of Motorola to get some of the technical things from them. They are assembling FAQs to offer up in a variety of different formats. The committee is also working on the programming of Interop channels. He thinks there will be something to present at the next Board meeting for the Board to consider prior to releasing that. Sandy Morris has taken the lead on working on annual conference efforts. She has been having discussions with Iowa NENA and APCO and Homeland Security with regard to a couple of different things, establishing our own conference but also being able to develop separate tracks with the respective conferences to kind of occur in that October timeframe annually. Ms Morris is going to be talking about that this morning. One of the things that will be discussed is if the goal is to be having an annual conference, be sure to create those relationships in doing dual conferences like with APCO /NENA. They will have that discussion moving forward and figuring out how they can work that out. He also submitted a workshop suggestion for the League of Cities Conference which is in September. He volunteered SWIC Allen and Shawn Wagner to be presenters. He has not heard back on that as of yet. He made the application based on the discussion of the LMR as well as discussion of FirstNet. Regarding the STR trailers, he has the maintenance contract and one of the elements that most people seem to forget with regard to the STRs is that there were 3 trailers purchased with that but we also did use that grant money to purchased 911 equipment which does reside in Woodbury Starcom mobile bus. Part of the original purchase cost, there was a maintenance contract put in place with that and that contract does come due for renewal in April, 2016. Kelly Groskurth does have the

contract in front of her Finance Committee or at least the information with regard to that contract. The intent will be to bring that maintenance contract before the Board for consideration comes March 2016. Chair Benson's personal recommendation is to pay the maintenance on it. In the grand scheme of things it's a tool that is going to get used very infrequently but when we need it we really need it. When it was put in place it had the potential to fill a need but with the work on the Next Gen network, the fact that it can dynamically re-route 911 traffic as it happens, that is still beneficial to the state.

Outreach Specialist (ORS) Shawn Wagner reported that currently we are working on updating the ISICSB website again. This will be the new OCIO/DSO standard. The website will experience very little change. The layout will be basically the same, will the new website will offer better updates, smoother transitions and apply some fixes between the browsers. He also reported the NG/CASM training was well attended. If anyone was not able to attend, there will be more training throughout the year. A large number have been requesting NG/CASM access. Three words came up often about the training.....Enthusiastic about all this outreach, Appreciative for providing all these training efforts, and Supportive for the training and webinar capability. Even though this was the first one and there were some small bumps, they were happy and appreciative with the fact that it met their timeline and schedules and that they did not have to drive to Des Moines or even leave their office. The first report for POCs will be put together soon. That will outline where each county is, some of the counties have already been in contact with the Deputy SWIC to get their NG/CASM access and they want to update it themselves. The counties are saying they are ready to be a part of this Boards effort. ORS Wagner stated that 2 maps are posted on website, one is the Point of Contact (POC) status and how each county is responding to our outreach. The other is the ISICS radio, the new statewide LMR platform. As LMR gets rolled out we will be updating that map so you can watch as this new radio platform is rolled out. Wagner also stated that 85 people had signed up for the CASM training which a record high was so far, 56 actually attended. We are currently at 19 results for the survey of 56 attendees which are nearly 50% which is great. Most of the comments were very constructive and very helpful. He will present that survey to the Board at the next Board meeting.

Training and Exercise Committee – Chair Boeckmann reported the biggest event right now is the Communications Leader (COML) course which will be held in Cedar Rapids, Iowa on March 1, 2 and 3. There are 9 slots still open as of earlier in the week. He wanted to thank Shawn Wagner, Sherry Murphy, Bob Younie and Captain Curtis “Wally” Walser for the work they have put in to make sure this is a success. To follow up with that COML course, is the 3rd semiannual National Guard Communications Interoperability Exercise which will be held March 31 and April 1 at Camp Dodge. March 31, 2016 will be an opportunity for communication leaders (COMLs) and communication technicians (COMTs) to get their task books signed off and get things started for the exercise on the following day. He cannot stress enough the importance for the Board members to make every effort to attend this exercise. It is truly interoperability in action in the state of Iowa. The majority of the Interop resources will be at Camp Dodge that day and our job as facilitators is to pose problems for those with the resources to figure out to take what they have and truly create interoperability. He will provide more information as it becomes available.

Chair Boeckmann also stated we are working with the DHS/OEC technical Assistance Grant to provide a communications technician “train the trainer” course in Iowa. This will be a unique in that it will be a Federal course and not a state sponsored course. OEC will take care of all costs and logistics. The hope is to host that somewhere in Iowa and it will be open

to first Region 7 and then beyond that. There are many details to still be worked out; there is no time frame yet. Working on the approval at the OEC and then will proceed based on that.

Chair Boeckmann also comment on the Next Genn 911 training/workshop. He had previously reported that we were looking at Next Gen stuff. He requests out to Blake DeRouche and other 911 people that have a stake in Next Gen and received very valuable feedback from them. Everything from we're too far along in Next Gen to we need it. There is another conference call coming up in the next week or two. He will make sure that Blake is ccd on this so we have his input on that. He stated they are looking at a Next Gen 2 day workshop but do not know when for sure, he anticipates this spring.

There were 4 people who completed the Credentials process, those were:

1. COMT Andrew White,
2. COML
 - a. Dan Romelsberg,
 - b. Cindi Fox
 - c. Clint Miller.

There was a presentation of certificates.

Next week at the conference call, they will be discussing the committee's recommendation on having all communication related training and exercise in one place. He thinks the ISICSB website is the best place for that. The sub committed will be reporting back next week how we can have all training in the state that is communications related in that one spot.

Technical Committee – Vice-chair Patrick Updike reported the technology committee met on January 28, 2016 via conference call. The first item of discussion was interoperability procedure that pertains to CTCSS tones to interoperability and other mutual aid type frequencies. The plan was to create a template/worksheet that list the frequencies such as “point to point” and other interoperability frequencies would list those frequencies with DCS or CTCSS tones. The development of this worksheet would include timelines for implementation in a 2-step process where there would be a Phase 1 process which would advise the user that when they are reprogramming “point to point” for example they would program a particular DCS tone no sooner than a certain date and the Phase 2 approach would have the receivers on their base stations programmed for a receive tone by date certain. Also include in the worksheet you would be listing interoperability channels that have been amended in National Interoperable Field Operations Guide (NIFOG) handbook as having CTCSS tones on both transmitting and receive in the VHF. Captain Curtis Walser and Deputy Chief Rob Dehnert are going to develop the sheets to the various VHS and UHF 700 and 800 MHz and present that information at the next committee conference call. When the worksheet is all developed and posting that information under the interoperability policy would be on the website and we would hope that it would be posted a period of time listing that specific information for those frequencies with either DCS tones or CTCSS tones to allow any affected users to make comments or suggestions as it relates to that. The overall goal is to try to implement a DCS tone which is yet to be determined “point to point” by around the 1st of June, 2016. And by the 1st of June it is hope that we could get people to program a DCS tone on the transmit side of “point to point” and then the receive tone toward the August, 2016 timeframe. The point of leaving a gap between those months is to avoid any problems since RAGBRAI is going to be moving through the area in the July, 2016 timeframe so did not think it would be a good idea to have someone out there programming the DCS tones or any tones on “point to point” when it is such a busy time. The other topic that came up was trying

to determine how to know when all these agencies have all the information or programming completed and the idea is to hopefully have the agencies that are affected by programming DCS or any tones into frequencies like “point to point” is that they could update their NG/CASM tool to reflect that information. And this makes it easy for people to get in there who have NG/CASM to see who has been programmed within that time frame. The last part of that discussion was getting this information out as we work forward toward this goal. Would like Shawn Wagner to help get this information out by using social media. Vice-chair Updike did forward this information to Outreach Chair John Benson and is hoping that in the future they can work more with him on some things from his perspective. Rob Koppert has program DCS tone 271 on his “point to point” frequency and will be testing with Cass County. He anticipates working with Jason Study from Pott County to do some “point to point” tests there. Currently Dehnert is advising that he can map that P25 signal coming from Nebraska when he has that DCS tone on there and he has not had any problems with the receiver opening up with that DCS tone on it. He also has a log-in recorder attached to this equipment. They did discuss the P25 LMR fleet mapping but will not expand on that because SWIC Allen and Melvin Mercado did such a good job.

Broadband Subcommittee – Chair Lumbard reported that they actually did not hold a meeting due the weather. But he does have a few updates to report. Just completed the SPOC kick-off meeting yesterday and received updates from FirstNet working draft and what are some of the plans and events that they have scheduled and some of the focus areas they have for this year. Much of it is not anything different than he has already shared with the Board in the last meeting and we seem to be keeping pace with all their requests and their actions. They have been adding some new staff and so they are dealing with some new faces throughout the organization so they need to be updated on where we are at. One of the actions that had gone on in the committee was the ITQ which stands for Invitation to Qualify and to remind the Board that was to allow the Iowa Telecommunication companies in the private sector to have maximum exposure to the FirstNet RFP that is underway right now. He stated they had over 140 responses and 122 of those responses were Iowa based organizations and they had requested in this ITQ specifically Iowa telecommunication organizations and specified that they are domiciled in Iowa. However, some organizations were incorporated outside of the state of Iowa took exception to that. We made an exception that if they were incorporated outside of Iowa, that they were primarily domiciled in the state of Iowa. We allowed those to also be included. Just because we did not submit them, does not mean they could not have done it on their own. The one who were incorporated outside of Iowa and domiciled outside of Iowa were not included. We were successful in uploading that update to FirstNet. He reported that this Board has recommended that we continue on the public/private partnership and they have sent out notices for the next one which is Thursday March 3rd from 1:00 to 3:00 pm. Invitations have been issued for this Public/Private Summit.

Other Reports – Chair Lampe stated that in April the SWIC contract with Federal Engineering contract is due. He commented it did not seem like 2 years since Craig Allen had arrived, so much has gone on in that time, he sent the amendment to the Finance committee for them to review. He will put this on the March 2016 agenda.

SWIC Allen reported that Illinois plans to do some airborne testing of vehicular repeaters. Illinois had an after action report from an incident that indicated they might solved some of their problems with interoperability by putting them in an airplane and flying around in certain

areas. As he gets that information he will push it out. That is an example of another best practice that we might be able to get some value out of from another state. He is very interested in finding out what Illinois might be learning from that testing. They are doing it more along the center of the state and the eastern borders. As we look into the future it gives us an opportunity to think about if they can do it, maybe we can do it as well in a partnership along the river say during a flood or manhunt.

DHS/OEC Region 7 Representative Jim Lundsted reported telephonically there was interest expressed in getting Missouri National Guard and Missouri COM engaged in the National Guard exercise at Camp Dodge. They are going to try getting the mobile command vehicle rally in this state and that may end of being a future best practice for Iowa. Communications train the trainer is an exciting opportunity; it is a very limited class size because of the type on instruction. It is limited to 9 participants. He did send a note to SWIC Allen and Deputy SWIC Troyanovich, it appears the ICTAP program will also be able to deliver 1 additional TA this year from your request list and that was the tactical dispatch course. There will be more to come on that.

Related to training and if the COML course does fill up, Nebraska was forced to postpone theirs due to weather, it has been rescheduled in Lincoln, Nebraska for February 8-10. He also stated that APCO is holding their Emerging Technology Forum in Kansas City on March 15-16, 2016. A couple of topics that may be of interest are the Kansas City By-Statewide Area Trunk system along with Kansas developing hosted Next Gen 911 solution that is being rolled out and also a number of FirstNet related topics. If there is an interest please check the APCO website.

Jim Lundsted requested that Technology vice Chair Patrick Updike keep him posted on the progress of the DCS topic or the point to point channel. Missouri is interested in at least programming the DCS incoming channels for those counties along the Missouri Iowa border. It may be of interest to some law enforcement agencies along the border.

Old Business – Chair Younie reported that he and a couple of others attended a legislative event Tuesday of this week. There is a piece of legislation entitled Senate Study Bill 3106. With any new legislation it is generally referred to a subcommittee and then it goes to the committee as a whole. On Tuesday there was a meeting of Senators to consider this bill and whether it should be passed to a whole committee. Essentially is it partial funding of the Motorola contract for the statewide radio platform on the order of about \$20 million. The subcommittee voted it out 2 to 1. The appropriations committee then voted on that and passed it to the floor 13-8 vote. The monies would come out of Iowa's State General Fund 2016 end-of-year monies. It's a little controversial with some legislators who spoke up that end of the year funding is being pressured by several different interests and they weren't sure the money was going to be there. Everyone actually spoke in favor of trying to find some kind of a solution for funding the system. He stated this was very positive as far as the interest in coming up with a solution. Whether or not this solution is viable, that remains to be seen. He stated it was still being discussed whether the bill will be under Homeland Security or DPS. The bill as it was written was going to be under Homeland Security Emergency Management (HSEM) and there has been some further discussion on that and he does not know if there has been a decision made on how that will be handled.

Chair Younie distributed a handout. The top portion is ISICSB administrative rules. The Code of Iowa allows Boards and Executive Branch agencies to promulgate their own rules

but to really have the force of law which more specific to that organization's business than the Code of Iowa is. On the numbers it is 661-600, 661 is the section of the Iowa Administrative Rules that apply to the Department of Public Safety. So this is written under the Department of Public Safety. Section 600 applies to the Statewide Interoperability Board. These rules were developed and passed by this Board about 5 years ago and because of the fact that we have a code change that changes the number of Board members, we are looking at this again. But, also under gubernatorial mandate there is a 5 year review period for administrative rules so we are doing a 5 year review too, which just means it is being given a good thorough look. So specifically, the Governance committee on February 1, 2016 took the whole meeting to go through these administrative rules, line by line, item by item, looking for things that could be improved on, things that need changed and on this document, the red notes are what the committee talked about and suggested. Chair Younie requests that each of the committees do the same thing to make sure the administrative rules are current, up to date and accurate. The attorney in the Department of Public Safety (DPS) will help work through this process. At some point in time this will be referred to the Legislative Rules Committee who will make comment upon the recommendations that we make. They cannot stop this from becoming law but they can make it painful if they don't like something. He would like any questions or comments and put together in a finished document that would go through the rules review process and would become eventually approved.

The 2nd item is Chapter 21 of the Code of Iowa which deals with open meetings law. Section 21.1 discusses open meetings of governmental bodies, governmental bodies are defined fewer than 21.2 and a Board council commission or other governing body expressly created by the statutes of the state which applies to the Board. At the bottom of page is the definition of meeting. Meeting means a gathering in person or by electronic means. He points out the word "OR". On page 5 it discusses electronic meetings. The governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is "impossible" or "impractical." He stated that when we first talked about electronic meetings the Assistant Attorney General assigned to the Board, Jeff Peterzalek, he was a little cold on the idea of the telephone call-in. Chair Younie thinks that goes back to the word OR again, but Peterzalek finally decided to give his blessing to utilizing electronic communications for part of the Board. Chair Younie points out that he would like the Board to think about under 21.8 only in circumstances where such a meeting in person is impossible or impractical and how we would apply that to our practice of having members call in and be considered officially acting in the committee. This also opens up a question of alternate membership that we may have to develop some governance on. Kelly Groskurth stated that one of the things that was recently drilled, is that committees for a board are open, that those are public access, etc., you must have agenda and take minutes but they don't have to be publicized, and they just want anybody that is needing to make a recommendation to a board which it's hard to find it in the code. It may have come down in some case law situations and is being reviewed by the Public Information Board right now. Chair Younie reads this chapter just the opposite of that. When he was preparing for this he also looked for attorney general opinions and court cases. He stated we need some advice on that issue. He thinks the code says just the opposite of what is being interpreted now. SWIC Allen commented that we he started it was impossible for a number of the Board members to be here when they were elsewhere traveling on business out of state, so at Chair Lampe direction, SWIC Allen met with Jeff Peterzalek and at the end of that meeting they came to an agreement that for the Board to be active, effective and efficient recognizing the diverse membership that we need the ability to operate with some elements of electronic communication. As we look at this there is a document on open meetings law that has been provided that addresses some of the electronic communications elements. There are other pieces of this as you look at the

first part of administrative rules, do we incorporate some of this conversation into those administrative rules so we have clarity.

New Business – Draft MOU for ISICS will be sent to Chair Buffington.

Public Comments – None

Motion to Adjourn: Motion made by Bob Younie, seconded by Kelly Groskurth. Meeting adjourned at 12:00 PM