

Meeting Minutes
Iowa State Interoperable Communications System Board
March 10, 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, Carole Lund-Smith

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

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

Absent: Deb Krebill

Guests: Rob Koppert, Cass Co 911; Diane Richardson, RACOM; Blake DeRouchey, HSEMD; Shweta Agrahari, ICN; Curtis Walser, Cedar Rapids FD; Sandy Morris, DMPD; Stephen Rodriguez, ICN; Melvin Mercado, 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; Rhonda McKibben, DPS; Jerry Ewers, Muscatine Fire; Brian Krumm, JVC/Kenwood; Marty Smith, IDPH; Brent Long, Polk Co Sheriff; Jeff Anderson, Marion Co Emergency Mgmt; John Simons, TSA

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

Approval of Minutes: Motion was made to approve the minutes by Kelly Groskurth. Seconded by Ellen Hagen. All in favor. Motion passed.

SWIC Report – SWIC Allen reported on the following items:

- TIA presentation (Telecommunication Industry Association). TR8 which is the Project 25 land mobile radio standard as the entity that paid for this voting position. There were three Board representatives participating in our TIA Onboarding call DSWIC Troyanovich, Vice Chair Technology Committee Patrick Updike and SWIC Allen. TIA documents are not limited to the just ISICSB Board or members of Technology committee, these documents can be reviewed by any public safety official using a government email address. The government access employees do not get quite as much access to these documents as voting Board does. Because the Board has a voting membership we have access to all the standards. SWIC Allen then gave a power point presentation on TIA Onboarding process.
- SWIC Allen distributed a sheet with Access for Government Entry to TIA documents. As we get new standards, we will be using the technology committee to vet those and determine what our votes should be before the meeting. At this point there are no voting items coming up in June 2016 but there could be between now and then. If that happens, we will need to get that out to the Technology committee, have them look at it and review it to determine which of the three options we will vote; vote for it, against it or abstain. We have to vote for each element or after we miss 2 votes we have to start our membership process all over again.
- SWIC Allen then discussed public safety grade. When Iowa started having conversations about public safety grade it became very complicated because of the different perspectives of what that these terms meant. People were confusing “mission critical” with “public safety grade.” Mission Critical is any device used in furtherance of accomplishing our mission; if it is important to our mission then it is mission critical. It may not perform under in climate conditions, the battery may run out quickly, any number of premature failures that occur when there is not standard that dictates how it will work. There is a big difference between what a public safety provider needs and vs. just using that same item at home. So, what we use at home could be described as commercial grade. There are commercial grade standards for that. However, regarding PSG our Board took a 180 page National Public Safety Telecommunications Committee (NPSTC) definition of PSG and reduced it to a one page policy statement which is our policy statement 2015-03. ISICSB policy statement 2015-03 (PSG) is now making its way through conversations in a variety of places. When SWIC Allen and Chair Lampe went to TIA meeting last year (2015) in Arizona they asked if TR8 P25 equipment was public safety grade and were told that it was. SWIC Allen asked them to point him to document that states P25 is public safety grade. Out of that question and conversation one of the P25 Committees put together a support document that says “yes P25 is public safety grade.” TIA TR8 P25 only has standards making authority in very narrow areas. That is okay as long as what they build is to a

standard that is recognized and meets the criteria of all the different uses that public safety might have for it under the worse conditions. SWIC Allen chairs the Technology and Policy committee for the National Council of SWIC's (NCSWIC) which is a partnership committee with the SAFECOM. SAFECOM is a consortium of about 50 people representing all of the various agencies across the country that have anything to do with public safety in any way. This topic of PSG has come up and we have now taken on what PSG means to national users, between the NCSWIC's and SAFECOM. No one currently has a responsibility for establishing a standard for; as an example there is not a standard for what public safety grade coverage would be. How you quantify what is the right coverage between mobile and portable, there is not a standard for that. What coverage levels would be public safety grade vs. something less than public safety grade. In those places where there is not a clear cut standard that is one of the areas that 5 years from now people can look at documents that are 1 page long and have a definition.

- SWIC Allen handed out more papers to discuss with Board members. First, the 2016 appendix Of ISICSB committees, 2016 Draft SCIP and the link chart that shows the legislation and how ISICSB conducts business. He pointed out previous SCIP's weren't used as a strategic guide. To use it as a guide we need to have a clear understanding of what it is we are dealing with and why we are doing it and more importantly when is it due and what is the benefit of doing this. We can't do all of our obligations with a 19 member board; we have to leverage all of the cities, counties and other entities to achieve our objectives. Our SCIP provides value particularly to our volunteers when they have extra time, they can pull out that pocket guide for their committee as a refresher. This is the intent of it the Appendix "Committee Pocket Guide." SWIC Allen is asking each committee chair to carefully look at these documents and in the next week get back to him to let him know whether or not we captured what you believe to be important for each respective committee and if those deliverable dates are appropriate. If you give him the affirmative, we will have someone clean up the document and publish it and pass it. If it still needs work, will take another month and get it finished. The intent on the link chart is how the board conducts its business. The board has state Code of Iowa obligations they must meet on an annual basis. As an example, they must complete an annual report. What we were working on was bits and pieces of the requirement and it became pretty clear that as we looked at the annual report we really were not advancing those objectives as robustly as we might. Now that we have more volunteers we have the ability to take on and achieve to drive forward some of these goals. So there is basically 1 obligation under Code of Iowa Section 80.28 that we must do. And there are 14 in Section 80.29 that are between governance, finance, operations, etc. As we look at the SCIP the federal government when they came and did facilitation, they see it as a strategic planning factor to look at goals and objectives into the future and not necessarily as a day to day operational guide. So do we set up a policy manual or should we align these two together into a single document and take the SCIP and make it more of a living document and as we work through the year we would be touching on these. The Board basically has 3 elements they are charge with in legislation; charged with land mobile interoperable radio system; challenged with a data system or data research, and lastly administration. The administrative work is broke out into committees. The land mobile interoperable radio system and the data are the most important elements of why this legislation was put together.

- Deputy SWIC Troyanovich reported that they have done some research on public safety LTE training and found there is not a lot of LTE training that has public safety brand to it but did find one vendor that has a class on public safety LTE essentials. A request has been submitted for this class. Iowa State Association of Counties has a meeting today and tomorrow, 2016 Spring School and Instruction and our vice-chair from RIC 2 Joel Rohne will be giving a FirstNet presentation that was prepared for him. CASM account management, in February we probably had a few here and there requesting CASM access. Thus far for March we averaged 1 new user per business day.
- SWIC Allen attended TIA TR8 P25 committee meetings. They take roll on these calls so there must be a presence there. He and Helen traveled to Creston, IA to meet with Region 4 emergency managers and to answer questions about the RIC and how that might work. Spent time this month on the LMR system. He has been working with FirstNet CASM and NG CASM and doing outreach. He wanted to remind everyone the APCO/NENA conference is coming up in April. On April 13 the E911 Council will be meeting at 5:00 PM at Prairie Meadows rather than meeting at West Des Moines next month.

E911 Council Report – Chair Ray was not here today. Blake DeRouche reported the council approved 11 of the carry over applications for a total of \$694,000

E911 Program Manager – Blake DeRouche reported that March 9, 2016 they conducted NextGen and GIS training with about 90 participants. That basically covers the work flow. Most GIS users in local jurisdictions are able to upload their GIS data to the NextGen network which will lead to better routing of calls that are matching calls and then sharing that data among PSAPs and dispatch centers. Also, similar to our GIS work we have an imagery RFP that closed a few weeks ago. We are in the process of awarding that. That will be available statewide and can be shared with other parties in the state. Local jurisdictions will be able to share that among their communities. This vendor will fly half the state this spring and the other half next spring. It will be aerial photography. There is no charge for locals to use; it will be paid for out of state 911 funds. A cost comparison was done, a county was paying around \$70,000 just to fly the county and that was only available in the county not statewide. They are expecting the wards to be around a \$1million to \$1.5million statewide, shared with everyone statewide. The report from the State Auditor's office regarding the expenditure collection that was released earlier this month. Much of it was trying to tighten up the data that was reported by the PSAPs. Much of what was in that report has already been incorporated and they have been proactive about including the auditor in acknowledging that report and are confident that the changes they brought up have already been made or will be made in the future. The bottom line is that they are interested in getting the right numbers that PSAPs are reporting on what it takes to run a PSAP. SWIC Allen asked if this data was available to ISICSB and others at no charge, program manager DeRouche advised it was.

User Group Committee – Chair Andy Buffington reported that the User Group committee continues to define its role and figure out exactly what they are doing. The RICs continue to be meeting. If we are bringing out the 2 points of contact per agency across the entire state, that is going to be cumbersome. The larger jurisdictions seem to have varied representation. It's some of the small locals that we definitely want to hear from. Looking through some of

the materials from SWIC Allen, some of the things it does say is that we through this Board provide incentives, obviously not monetary, however we need to figure out some way whether through outreach or administration to get some sort of incentive for those smaller local jurisdictions. The more people we can get involved in this process, the better the end product is going to be 5 or 10 years down the road. One of the things that have come out through the RICs is CASM access and usage. There is great need to provide some very detailed basic level training. Chair Buffington will be asking Training & Exercise Chair Tom Boeckmann's committee to head up a CASM initiative. Chair Buffington would like to see each of the 6 regions have at least 1 CASM expert so local's agencies can start propagating information into CASM. This regional expert would be there to help when they get hung up. Some people Chair Buffington has spoken with say that CASM is so complex and detailed that they just don't understand it. He sat through the training that DHS/OEC put on. He understands it but it's an awful lot to take in.

In April 2016 Chair Buffington will be attending the Minnesota Interoperability Summit in St Cloud, MN. He thinks having something like that in Iowa, a single point of contact, single event so that we can provide outreach and understanding across counties, after all the LMR Platform ISICS MOU is close to being finished. The AG's office has the MOU right now; it may take several meetings to be able to explain to locals what this MOU means. As he was going through it with Chair Lampe and SWIC Allen and the AG's office, it raised questions as a local however he is very comfortable with the document overall. However, at some point between things like CASM and the MOU, all these different working pieces that are going toward SCIP goals, we really need to have a summit, to be able to provide information to the locals without having to duplicate our efforts in 99 different counties.

SWIC Allen stated that if we find those individuals for regional CASM coordinator and a community would be willing to sponsor them, and we have documentation giving them authority to work in the database that might be something to pursue as we think about this.

Chair Buffington added this way each county has a leadership role in CASM data. County has access already. They are working with outreach to enter their 2 point of contact into CASM. These are things that are included in this county presentation. We now have RIC leaders also doing outreach for FirstNet. There are tremendous opportunities where regional folks get together. Chair Buffington stated that we saw what happened after we have the CASM training, 45 new requests coming in to access CASM. What Joel is doing today at ISAC is going to create more of a buzz about FirstNet and ICICS and as that continues to grow, and it becomes more complex. As these CASM requests start pouring in, he thinks it would benefit the ISICSB to have somebody in each region so there is an expert to answer questions and help.

Chair Lampe then explained how joining ISICS works and the proper flow. If you join the ISICS radio system, the flow that is anticipated to happen based on best practices, the local entity would express a desire to be contacted for use for ISICS. ISICS would make contact with Chair Buffington and UGC Chair would hand out an application packet which would contain all the necessary information on how to join ISICS; including the MOU, technical information that is required for the UGC to assess grade of service or capacity impact and to get a study from Motorola to bring to the full Board. From a high level, the packet is filled out and returned to the UGC committee and UGC stays in contact with the entity making the request. UGC committee then decides Yes or No based on information provided. Then UGC committee presents all approved application at the next Board meeting and the Board approves or denies if they deny they will provide a list of what must be completed to gain

approval if everything is in order, the Board makes a motion to recommend they join ISICS and the Board passes it. Then appropriate signatories for the Board sign the MOU because it already has the applicant's signature on it when they applied. That is the approval process. Chair Lampe asked if there were any suggestions, or do we see this process as a starting point for approvals. Younie had a question about process, what do you see as a documentation process or do you see a public facing document process of what we receive in a group. Chair Lampe envisions the whole application packet (and possibly approved packets) being on the website for review. Applications could either be directly download or get it from the Board Chair or SWIC. Chair Buffington stated that it is more than just one person signing an MOU, the process will be different in different counties. The cities will have to pass resolutions to join ISICS, and that will be part of the packet to join. As someone begins to be the signatory of the MOU, they will be able to roll that out to their communities. So that will all be part of the packet along with the technical specifications that he will be passing along. Eventually these signatories will be some of the folks that we choose to start populating the UGC committee. Right now we are sitting at, not including himself, 7 voting members, 6 officially, 1 is an ongoing member that eventually will be. Younie stated it may be helpful to have a FAQ document posted on the website for people to refer to, a user's guide to help through the ISICS application process. It will probably be a dynamic FAQ because as we do more, we will learn more and refine more. It will just need to be kept updated and will find it to be useful for the user community to have something to reference.

SWIC Allen stated that topics of developing FAQ's are working through the processes right now. The conversations with Motorola to see about what they have from other places to help develop Iowa's. He stated the FAQ is being socialized right now so see what might work best. Younie advises to start it at a high level, refine it and keep updating it, right now people have questions about what to do, and what is going on, and the sooner we have something useful there, it will be better for everyone and we can refine it as we go along.

Finance Chair Groskurth asked how would they propose communicating and getting them to understand the importance of this resolution, when you may have a town of 300 people or less with a volunteer fire department, sometimes the county is going to have to really work the associations, the county will have to work to get out to those smaller communities. She asked if the county can sign the MOU and is this how we will operate? Will 1 resolution from 1 little community stop that county from joining if they don't pass that resolution?

SWIC Allen stated that that community may not participate if they have chosen not to participate in the use of the system. The ISICS coverage is already there, the access is available to them, if they change their mind later. Their radios would work the way they do today, be it VHF conventional or something else, but they would not work on the ISICS system because they have chosen not to be on the system. Groskurth stated that some of the smaller towns act or don't act out of fear of the government above them and also not understanding the importance of some of the procedural things. There are several tiny towns in her county alone that might benefit from ISICS. She stated the county is interoperable but it took a while to get those small communities to understand that they benefitted by coming on board. What happened in that county is the county ended up purchasing all the radios, unlike they originally discussed, where initially it is was going to be each individual city, those small communities could not do that as public safety radios were just too expensive for their budget. She did not know if they passed a full-fledged resolution other than the association that was members of their emergency management association throughout the county.

Buffington stated that the reality with small counties is there must be a detailed plan of implementation till it's completely operable. Which means he has to go to the small town council meetings, fire departments, etc. and say this is how we are going to do this. The reality is that you must have a plan and be able sell that plan to small communities. He would like to come up with some sort of documentation to hand to these people that are interested in more than just the MOU which might include a model resolution(s) for these cities. This is a discussion coming back to the FAQs discussed earlier. Through the RICs and the UGC we need to make sure that we communicate these options and identify best practices. It is vitally important to get membership and participation through Regional Interoperable committees.

SWIC Allen stated this gets easier when the system is actually up and running. People have a harder time grasping a concept than visualizing other uses once they see technology in action, iPhones are a great example of this in public safety. Look what changed when people got an iPhone at work. New applications, new opportunities. Swic Allen and Chair Lampe made a presentation at the League of Cities last year, which gets the message of FirstNet and ISICS to the top community leaders, but they are not interested in having a presentation again, so we have to find new ways help get our message to the senior elected officials and perhaps there is a value in having a booth or something at League of Cities even if we maybe pay a small fee for that booth space to socialize with the small community decision makers.

Younie stated that we are behind a little on the outreach portion.

Chair Lampe stated there are many factors that cause that and that Chair Benson has a very aggressive outreach plan. Within the next 30 to 45 days it will get us back up to speed. Once that starts to flow things will get a little better.

Ellen Hagen stated that someone writes articles for the Iowa Firefighter, and that is 15,000 people that receive that magazine each month so the firefighters would at least know what is going on. And the Iowa Fire Chiefs will also put messages out.

Tom Boeckmann stated that as we start talking about the signators; keep in mind the number of private, not for profit ambulance services, and how they are going to fit. Because obviously they play a very critical role in public safety so we don't want to alienate them, we need to figure out a smooth way for them to get onto the system.

SWIC Allen stated the Board took care of Member Boeckmann's concern about private or not for profit entities a while back when they passed a Policy Statement that the interoperability channels would be governed by the local units of government, we recognize that some communities outsource many functions. As far as we are concerned they are good to go as long as they have a contract with a private or not for profit and that entity falls under the purview of the governmental entities.

Finance Report – Chair Groskurth reported the Finance committee met March 9, 2016 via conference call. There were a few questions asked regarding the financials. Nicki Whitaker and Helen Troyanovich were very helpful at answering committee member's questions about the \$8,000 expenditure that was titled Post Award Expense for December 2015. They determined that is was an additional charge for our Federal Engineering contract that we used do factory testing and help plan out a path forward with this project. Chair Groskurth pointed out one of her members noted the Chair needs to watch usages on our phones, data

lines and air cards as the cost is more than that Finance member pays in his town. One month the cost was doubled, thinking that is because new phones were added on. Chair Lampe assured Chair Groskurth DPS staff carefully reviewed these bills and they were in alignment with state procurement contracts and rules. Next she spoke about the financials on the SLIGP, this month we have spent \$31,864, overall since we have received the grant we spent \$771,771.18. Left in that grant is \$1,298,551.82. In our appropriation from the State, total appropriation, it is not an annual appropriation, we receive an annual stipend but we also get to roll over what was not used last year. Overall we have received \$359,748; we have spent \$142,666, and have available \$217,081. Currently this fiscal year we have spent \$49,919.60. Regarding the annual Federal Engineering contract for a SWIC, the committee recommended renewal of SWIC contract that with a 7% increase for the April 2016 to 2017 period. There was another item discussed by Finance Committee, regarding the Technology committee's request for Deputy SWIC Troyanovich and Vice-chair Updike to attend "LTE Essentials virtual course", the Finance committee did approve that as well. They reviewed the Iowa Administrative Code per Chair Younie's request and have several things to discuss with regard to governance. The Finance committee also approved the annual State Point of Contact meeting by Chair Lampe and 3 Board members at an approximate cost of \$1,500 a piece for a total of \$6,000. Regarding the STR trailer agreement, the committee will address that in April. This agreement is specifically for the 911 usage.

Member Ted Kamatchus asked if there was indication of 7% increase in the Federal Engineering contract. Chair Groskurth stated there was. She stated that for the amendment on the contract for the SWIC monthly compensation would go from \$15,600 to \$16,750 for a maximum compensation to go from \$554,400 to 568,200 for the duration of the contract. She confirmed this was all part of the initial contract. Chair Lampe stated there is a 3 year contract and each year it is amended. This is the second amendment (year of this contract) and this is the last year that we can just renew the contract. The SWIC contract is slated to be discussed and approved later in the meeting.

Chair Lampe requested a motion to approve DSWIC Helen Troyanovich and Patrick Updike the virtual class for LTE Essentials at a total cost of \$2,279. This is an 8 hour class that requires a 3 hours course beforehand and gives them multiple virtual books as well as hard books. This will come out of the SLIGP funds. Helen explained some of the benefits of this class. These courses would bring her and Mr. Updike up to date on LTE and how it relates to public safety. They would also like to vet the class and vet the vendors that offer such a class. Would this be something for the RIC committees sometime down the road or maybe the COM-Ls or COM-Ts. So would like to also vet it for future outreach training as we move toward FirstNet.

Bob Younie made a motion to approve the virtual LTE Essentials class for two to attend at a cost of \$2,279. Mike Kasper seconded the motion. All in favor. Motion passes.

Chair Lampe requested a motion to approve the SPOC trip to Virginia for Chair Lampe, Rick Lumbard and Andy Buffington with an approximate cost of \$1,500 apiece.

Ellen Hagen made a motion to approve the SPOC trip. Tom Boeckmann seconded the motion. All in favor. Motion carries.

Governance Committee – Chair Younie stated the Governance committee met last Monday and discussed 3 items of business. He extended and open invitation to SWIC Allen

and Deputy SWIC Troyonavich to join in with any comments as he proceeded. The first item they discussed was what he called situational awareness document tying the governance from the Code of Iowa 80.28 and 80.29 with our Board responsibilities. And it also shows a functional responsibility. From his point of view it would be useful for Board chairs and members and also committee chairs and your fellow committee members to be aware of how this fits with the law, with governance. Younie stated the code of Iowa was written in 2007 and perhaps something's needs to be updated with the code. Maybe clarifying or changing something. It is not out of the realm of possibility to ask about a co-changer.

The Governance committee also discussed the SCIP (Statewide Communications Interoperability Plan). Since he has been on the Board we have gone through 4 iterations of the SCIP document and improvements have been made each time. First time it was just a start, we have gotten better as we go. He thinks we have the best SCIP right now that we have had but that does not mean it is not subject to discussion and change in the future. But the intent of it is to have some kind of strategic plan from which we can develop action plans and other items to help move on interoperability in Iowa. He sees the Governance committee continuing to have discussions on SCIP and Chair Younie will continue to bring it to the Board for thoughts and comments about ways in which the SCIP could be better formed and better worded so that it applies to Board members and their committee responsibilities.

Chair Younie then discussed an SWOT analysis. He asked how many have gone through SWOT analysis exercise. The purpose of a SWOT analysis is an internal look and an external look. Internally you look at yourself relative to the strength you have relative to the topic at hand, in our case – interoperability, and the weaknesses you have. Externally then you take a look at opportunities and threats. You go through a discussion on that. He recently went through a SWOT analysis with another group and out of that they were able to generate action plan items for what they thought could move them along. In this case, the conversation that the Governance committee had, the comments he heard from those who had significance experience was that they thought it was useful. Over time he would like to over time maybe have some discussions among Board members a little more in detail about what SWOT analysis is, what we think it could do for us, how we might implement it. His general thoughts right now are that we would have all our committee members come to a 1 day session and half of that session would be committees doing their own individual SWOT analysis and after that come together and do a communal SWOT analysis. The point of that is that each one of us has different thoughts, perspectives and things that have brought us to where we are today. We could benefit from this kind of a look at our business. Chair Lampe stated that they have worked hard getting the SCIP to where it is and wondered if this would add significant more time by going through this all over again?

SWIC Allen stated that the SCIP is the document that is supplied but that is not the end. Coming out of SWOT analysis we would bring groups together. How will this be more elegant and less painful, less drug out. And SWOT analysis, had we done that first would have made our meetings and we could have gotten from urgent and important at the committee level.

Chair Younie stated that having a strategic look at things and a strategic plan is one thing but having an action plan is another. With an action plan you make something specific and put a time frame to it and that is how to get things accomplished.

Operations Committee – Chair Kamatchus reported he was unable to be here in person due to an injury. He stated at the last meeting we discussed as far as the STR trailers and what the ICN does for inventory. He asked if Deputy SWIC Troyonavich could give an overview of that. She stated that she can re-send the email that she put out with all the information she had collected. We can get the device and bring it to the trailer and see if it will do what it needs to do. Do you want her to share with Operations and Technology Committees? She will re-send it out. Chair Kamatchus does not see any reason since the cost is not that great that we can't purchase our own barcode reader. He will be talking with Vice Chair Ellen Hagen next week to work on putting this committee back together and getting back on track. He has some RIC ideas that he wants to discuss with SWIC Allen.

SWIC Allen stated he had an operational issue to bring up at this time, Allen received word from Rob Denhert that the Regional Planning Committee, Region 15 – (700-800 MHz), will be meeting Wednesday April 6 from 10:00 to Noon at the West Des Moines Public Safety facility. This is important to the Board because for many years we were not occupying space in those frequencies, we are now going to be using lots of prime's space in those frequencies and how that planning committee works probably needs to be more closely integrated with the Board as we move forward, and this might be a great opportunity. They have a lot of rulemaking authority because they are sanctioned by FCC for each state. Each state has to have this Regional Planning Group (RPG). We need to find a way to collaborate with them. Chair Kamatchus requested SWIC Allen to send an email out to the eastern operations committee about this. He would like to see an email with all Board meeting electronic documents for review. Suggested getting documents emailed out a few days before the meeting so the Board members have an opportunity to look at them.

SWIC Allen stated that one of the things Board management is struggling with is that there are a lot of documents that are pushed out monthly and prior to meetings and many Board members have size limits on their In-Box, so when pushing out a 4, 5, or 6 MB, file then In-Boxes fill up quickly. Maybe we can do a roll call and those not able to attend then Board meeting, we can push those things out to them. Linda Frederiksen questioned if we could send a link out so people could hit the link and download the documents.

Outreach Committee – Chair Benson reported the Outreach committee members met with Motorola in terms of developing outreach articles. Lots of things that have been discussed and asked about here today, they are going to be doing. Today he received the first drafts of the branding that they are doing with the initial emails that are going out. Due to time constraints he will not show them today. They will also be looking at doing things that initial outreach will be based on webinars. They will be pointed toward the 6 regions but they will also be available statewide. Some of the initial ones will be primarily the policy level stuff in terms of how to get access, what will MOU look like, those basic questions. We will also have someone who will go into more of the technical side of it. So there will be multiple webinars based on what the interest is. Some people are just interested in policy side and others in the nuts and bolts. Will also be doing things like generating those FAQ's, and generating articles that can go into the general publications around the state. They will all be commonly branded. Will have the ISICS logo on it and have its own color scheme that will be use consistently. All the respective elements, press releases, media events, both physical and electronic brochures and those types of things. Now that the branding is built, the messaging can fall into place very quickly and efficiently. In the next week or two they will have defined webinar dates and will start rolling those out. They will need to identify the state account they will go out on. Will also look at creating a micro website which will be strictly

ISICSB. He pointed out as we register for these various webinars, we can bump that up against all of our contact databases to make sure we are finding the right people. But we will not limit who can get on, if they are interested, we will get them on. If anyone is interested in seeing what the brandings look like, check with Chair Benson after the Board meeting.

With regard to the conference, we have done some exploration and talked with various groups like APCO/NENA, our department and the Fire Safety Training Bureau, all of those types, and it looks like in terms of doing a dual conference in the Fall 2016 is not going to be feasible, but it appears that multiple conferences are more than happy to have communication inside of the respective conferences. It would be a chance to talk about ISICS and FirstNet. Will start looking at creating a stand-alone conference for the spring. So we can have an interoperability branded conference in approximately a year from now.

Outreach Specialist Shawn Wagner reported that many CASM emails are going out and he has been working with Deputy SWIC Troyonavich. SWIC Allen and he have spoken about the different paths that we are developing with Helen as well as Chair Boeckmann and the Training committee about the hope to have another CASM webinar this month. Working with the ICN and will be using their Zoom product. We may eventually need to acquire a license for that so we don't have to change out branding elements between the ICN sending out their webinar versus us sending out our interop webinars.

Training and Exercise Committee – Chair Boeckmann reported the Next Gen 911 workshop is still a go. Blake DeRouchey and Samantha Brear from Homeland Security have reviewed the slides and we are set to go on that. The COM-L class was held last week. Started with 24 people and ended up with 22. They are now official COM-L trainees and we are working with National Guard (NG) Colonel Hedgepeth to provide those folks an opportunity for them to get their task books signed off at the National Guard Communication Exercise which will be held March 31 and April 1. The exercise is actually April 1 but will be doing task book signoffs on March 31. Chair Boeckmann announced that in 5 weeks he will be retiring. His last day of work will be April 19. Next month will be his last Board meeting. We will need a new Chairman of the Training committee. The director of Public Health will be appointing a new person to the Board after his departure.

Technical Committee – Vice-chair Patrick Updike reported that policy number 2015-04 outlined that ISICSB established a policy that under their authority direct technology committee could define eligibility usage frequency squelch protection emission types, etc. We have done that. We have developed through this Technology committee a procedure statement listed as 2015-04A and that procedure statement outlines easily that effective as possible but no later than 2016 the debate stations in the state of Iowa operating on the point to point 155.370 MHz shall be programmed to transmit digital squelch tones 271 and effective no earlier than the first 2016 base station in the state of Iowa operating on point to point 155.370 may be program to decode digital codes squelch 271 while receiving transmission. That document was pushed out to all the Board members, Technology committee members as well as the people who maintain the ISICSB website. Would like to see this document posted in the public comment area of the website. Would like to rectify issues that have existed for some time due to P25 digital noise coming across this channel in the state of Iowa. He thanked Rob Koppert, Cass County for setting up his equipment to do some of this field testing. SWIC Allen asked if Rob Koppert actually ran hard tests and the proposed solution actually worked? Vice-chair Updike stated that Rob Koppert did some testing

between himself and Wetscom. The only problem he had there was there was too much distance terrain and antenna height issues that prevented him from doing a solid test. Some of his local testing did not demonstrate any technical issues that would give him any concern. Updike stated that if you look at the procedure statement the date procedure adopted by the ISICSB Technology committee, that section is not populated with a date and so the point of putting it out for comment would give people a chance to comment, if they have run into any problems and if they have done their own field testing or would like to, he would say that this is still a living, working document to resolve the interference issue. Rob Koppert reported that the testing he has done so far was that he has an auxiliary base station in Cass County comm center that he can program up to anything, at any time. What he did was program it up for point to point with the DCS codes that we proposed. It is also recorded on the voice recorders that are at the comm center. They're actually 2 channels side by side on the console so you can see the normal one active, the other one with the DCS code squelch not active which is what it should be unless they were transmitting DCS tones. They have not found an instance where the P25s signal was able to punch through the DCS and to the receiver. The issue with Westcom is that we had been hearing Westcom fairly consistently and then when Rob Dehnert and Rob Koppert worked on doing some testing when weather conditions were not favorable, he did some random testing with a handheld in representation and it had no problems. They will be doing some testing with Pottawattamie County with regard to this but it seems to be working fairly well on the DCS code of 271 normal. Need to make sure everyone uses the normal side of DCS 271. There have not been any problems so far he would not have any qualms with changing right now.

SWIC Allen stated he wanted to make sure we had tested this in enough places that we have the confidence that it is going to work, and we don't have people programming things and creating other problems. Koppert stated that the one issue with the testing is that it has a lot of place that have a digital transmitter and receivers that they can put on point to point with DCS and still maintain CSQ point to point presence.

Broadband Subcommittee – Phil Groner reported for Chair Lumbard that on March 3, 2016 they had the third FirstNet Public Private Partnership Summit meeting. Over 80 were registered and 45 were in attendance on site and 20 in attendance online. Analysts were Bob vonWolffradt, Dave Duncan, Chair Lampe, Ric Lumbard and Ryan Moon. Discussed the FirstNet part of public safety grade, as well as anticipated dates for the FirstNet RFP completion. There were a lot of questions in the public private partnership summit about Iowa's role and what Iowa is going to do in relation to FirstNet. Much of that will depend on the state plan related to Iowa for early next year. Iowa has communicated the desire to have this coverage and regarding public private partnerships, a very strong desire to have a presence and voice in the private sector in Iowa. Due to the success of these summits, there will be another one scheduled for the second half of this year. There is no date for that yet, probably sometime in the fall. Also FirstNet consultation meetings, those are going to be scheduled coming up this summer and fall. Two types of meetings are going to be held, we have already had the FirstNet executive consultation meeting with the Iowa Governor's office. More FirstNet representatives will be coming into Iowa. FirstNet has also expressed an interest to attend this ISICSB Board meeting. Phil and Rick Lumbard will visit Adams County in Colorado next week to see a FirstNet test bed in action. Adams County is one of the pilot sites for FirstNet, they are a demonstration site. A couple reasons they were chosen is: they are in close proximity to the Public Safety Communications Research Center in Boulder and also they serve the Denver airport. They will go out there to discuss their success and

deployment and lessons learned about deployment. Next month Chair Lumbard will have a report for this.

Other Reports – SWIC Allen stated that John Simon, the Assistant Homeland Federal Security Director (FSD), who is in attendance, have been working with TSA on relationship because there are 8 airports that operate commercially within Iowa and how we can improve that relationship. There is value in starting at the Des Moines airport where John Simon is located. SWIC Allen has been engaging with John on a weekly basis and trying to find where we can align more rapidly to make that threat base concern more mitigated. John stated he appreciated SWIC Allen reaching out to him. Currently their (TSA) ability to communicate with emergency personnel on the local level is about zero. So short of a plane crash or terrorist attack, they are leaning forward to try to leverage whatever resources they can.

Melvin Mercado, Motorola then gave an updated Power Point presentation of the status of the project. He reported this has been an active month since the last Board meeting. The presentation showed how the system was staged in Schaumburg IL. There was a lot of floor space to set up in the Chicago area which they configured, tested and demode successfully. They shipped the system and it sits at a warehouse and the presentation showed what it looks like. All the equipment is sitting there ready to go. All their focus has been on the site developments effort, developing the site, prepping the towers, etc. The next focus is System Design Review; they have had several BDRs, the second one already where they have been talking about operability and management of the system. Those are 2 broad categories and a lot of topics are covered under them. The meetings are being held at the West Des Moines Public Safety facility. The presentations are set up to encourage a two-way discussion in a very collaborative setting. He had a meeting with the DPS pilots, there was some interest in the system and he was able to get some upgrades for that. They discussed their operational needs and the fiscal set up for the airplanes platforms and what are some issues. This again was a two-way discussion. The other part of that is the National Governor's Association meeting and they have been discussing the operational needs and the physical needs as well. There is a lot of background work going on right now. It is a challenge but they are working to have an initial system deployed for the purposes of supporting that event. The other category, talking with Westcom, Woodbury & Dallas counties and Des Moines with much interaction. There are many activities in the background. They report per emergency management region and the important thing at this point in time is this category. The most critical first step for all the regions is having the right people to talk to. It is many layers of interaction to get down to the right people. For example, in Region 1, out of 21 sites they have completed contacts with 20 and 1 is still in process. It is a very active process as it is happening in all the regions at the same time. Some of the processes take 60-90 days. The power point presentation shows the statuses on a per region basis. They provide this information to the state's project manager and he updates them into the shared drive. They will continue with the system engineering, BDRs. With regard to agreements, the NGA has some requirements that are unique to NGA which are not contracted through Motorola but they are supporting the NGA so they are beyond what their contract responsibility is because they want the NGA to be successful. So they are putting equipment on sites that are not part of the plan but they need agreements in place in order to do that. So right now they are working with Steven Rodriguez, ISICS Project Manager and the city of Des Moines to get those agreements in place. They are in the process of doing additional programming on some of the equipment in the warehouse. They are pulling out the cores and doing additional programming so it's aware they have additional sites that were not in this database before.

Old Business – Chair Younie reported this is a carryover from last month. Discussion about governance relative to chapter 600 of the Iowa Administrative Rules. He has requested each of the Chairs to discuss this with their committee members and report back. He will keep this on Old Business agenda item until this has been completed. If the Chairs wants to put out notes on what he handed out on what each committee is then that is fine, if you want to send him an email that is also fine. We need to move through this as it is part of our required 5-year administrative rule review process.

New Business – Chair Lampe discussed SWIC contract amendment. He needs the new amount. Chair Groskurth stated the monthly compensation will change from \$15,600 to \$16,750; maximum compensation of the agreement total would go from \$554,400 to \$568,200. Chair requested a motion to approve the SWIC contract amendment for next year. Bob Younie made the motion, Ellen Hagen seconded the motion. All in favor. Motion passes.

The maintenance agreement for the west STR trailer. Chair Groskurth stated that they were still working on that, the vendor has not given it to them yet.

Public Comments – None

Motion to Adjourn: Motion made by Ellen Hagen, seconded by Kelly Groskurth. Meeting adjourned at 12:45 PM