

Meeting Minutes
Iowa State Interoperable Communications System Board
April 14, 2016
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

John R. Benson
HSEMD

VACANT
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 Vice-chair Leonard 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: Tom Boeckmann, Ellen Hagen, Bob Younie, Kelly Groskurth, Jason Leonard, Carole Lund-Smith, Jeff Swearngin, Bob von Wolffradt, Ted Kamatchus,

Voting Members via conference line: Patrick Updike, Tom Lampe, John Benson, Andy Buffington, Deb Krebill, Michael Kasper, Kerry Devine, Helen Troyanovich

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

Absent: Linda Frederiksen

Guests: Shweta Agrahari, ICN; Jontell Harris, ICN; Curtis Walser, Cedar Rapids FD; Sandy Morris, DMPD; Stephen Rodriguez, ICN; Nick Putnam, Motorola; Shari Schmitz, Motorola; Rob Dehnert, Westcom; Brian Krumm, JVC Westwood; Duane Vox, RACOM; Marty Smith, IDPH; James Lundsted, DHS; Kevin Condon, IA Communications Alliance; Cindi Fox, DPS Communications

Approval of Agenda: Bob Younie made a motion to approve the agenda with a change to item 19, he stated item 19c reads as “MOU Westcom, Woodbury (Board action)”. He would like to modify line c to read “MOA (Board action) and add item d that says “MOA Woodbury, Westcom”. Ellen Hagen seconded the motion. All in favor. Motion passed.

Approval of Minutes: Ellen Hagen made a motion to approve minutes from March 10, 2016 Board meeting. Ted Kamatchus seconded the motion. All in favor. Motion passed.

SWIC Report – SWIC Allen reported on the following items:

- **FirstNet activities:** The regional interoperable communication committees that have been set up for each region are currently meeting regularly and are working towards finding additional candidates throughout the various communities in those counties. We had meetings to get individuals identified and we have a chair and vice-chair for each of those committees. Each committee has met at least once and now we are making a concerted effort to get each county represented. The Board has a point of contact by legislative action that also is involved with the 911 council. The challenge is the person may not have interest in the interoperability side of things. Need to find someone in each town who can bring forth to us the interest of their community and be a spokesman particularly with regard to FirstNet and with any changes that would come up with the LMR system. Worst thing that could happen is to put out a policy statement and then find out we have a heavy conflict with folks at the local level, these RICs help combat that happening. Today DSWIC Helen Troyanovich is in Cherokee attending a RIC meeting.
- **Update on the LMR/ISICS:** the Operations committee will have some discussion about some of decisions that are going to have to be made as we move forward with ISICS LMR system roll out. The Interoperability component of ISICS is you have to find ways for people to interface or integrate with your platform or for your platform to get to them depending on the terms or conditions of their radio frequency circumstances. This challenge is how interoperability works across disparate systems, networks and connecting state platforms, it is really easy to say interoperability and not so easy to make happen effectively. This interface to integration is one of the areas that needs more time. We have had a couple of meetings this month, one was “Over the Air Rekeying” and the other was “Over the Air Programming”. So they are referred to as OTAR and OTAP. Many things can be done in this system that in the past may have had to have radios touched by a technician. We need to listen carefully to what Motorola has to say about over the air changes today. An additional function that needs more attention as we move forward will be ISICS fleet map over the next 30 days. We will need a clear understanding of what that fleet map will look like, how the user ID will be configured. The easy part is getting through the legislative components of getting the money for a new LMR platform. After that integration gets really complicated. SWIC Allen discussed current Iowa LMR and interoperability. The Technology committee has been working on a way to reduce the interference along the western side of the state. This interference comes over from Nebraska trunked VHF platform. SWIC Allen was at the 911 Council meeting the day before. Rob Koppert acting and an ombudsman for Technology Committee was handing out Point to Point (PtP) tone control briefing papers with frequently asked questions asked questions about what PtP changes need to be made and what those

changes mean to end users. What the Technology committee came up with as a PtP solution was using digital tone squelch which is one of three methods to reduce and mitigate Nebraska VHF digital control channel interference so that it does not get into the dispatch centers PtP receivers. Point to point is a low frequency used for dispatch center to dispatch center communication and particularly in western Iowa those centers were receiving ongoing interference to the point they were turning the volume down because all they were getting was static. By turning down PtP console volume there is no way it can be used for interoperability. Through the help of many on the Technology Committee they were able to find DCS tone 271. First tested between Westcom and Cass county and that distance was a little too far, so there was other testing required to validate this solution would work as expected, and after further testing they agreed that they had solved the problem so there was a Procedure statement that was put out. So the DCS tone 271 solved this interference problem and is now being rolled out. This is just one of those things that will be seeing more of and the Board will be asked to be involved in as we move into a statewide trunked platform.

- Travel: Chair Lampe and SWIC Allen request attend to the DHS OEC hosted TDMA (Time Division Multiple Access) User Meeting in Colorado. What they are doing is bringing together individuals that operate these systems and looking for best practices regarding ISSI intersystem connections. Since our TDMA platform is in the process of being built, we want to make sure that on the user side of things, we completely understand what we have available to us and how we might apply those interface best practices. And if configurations have operational impacts we need to understand those impacts sooner rather than later. SWIC Allen will be travelling to Jacksonville FL later this month for the National Council of SWICs Meeting. He is NCSWIC's Executive Committee and Chair of their Technology & Policy Committee.
- DSWIC Troyanovich reported a LTE Public Safety Essentials course was attended by her and Patrick Updike. It was an educational course that was public safety centric, there was FirstNet information shared as well as attendance from FirstNet personnel. DSWIC explained LTE technology is the marriage of radio technology and broadband technology. The class is a good opportunity for not only education but outreach for future consideration for the regional interoperability committees. There will be more to come in a written report for the Board.

E911 Council Report – Chair Ray was not in attendance as he was at the APCO/NENA Conference. SWIC Allen attended the 911 Council meeting the evening before in Altoona and gave a brief overview of their meeting. The primary topic of discussion involved 911 member's legislative concerns. One of the challenges many 911 members struggled with last year was the funding mechanism for the statewide ISICS radio system and that topic has come up again as many fear funding for ISICS 2016 payment will come from 911 funds and so that legislative topic and background took up a good part of the 911 Council meeting yesterday. There is a sense that many feel like they were told last year by political leaders that this year's funding would not come from the 911 fund. SWIC Allen stated there is supposed to be a legislative hearing this morning and Bob Younie could give an update on that since he attended that meeting. SWIC Allen stated that vocal concerns were that there needs to be an adequate understanding of political leaders of what the consequences are if

that funding continues to come from 911 funds. Many expressed concern other sources are not reviewed and there was much conversation about who they had talked to try and influence and help the elected officials understanding of what using 911 funding for ISICS might mean to the local PSAP community. 911 Council also passed a number of budget expenditures but SWIC Allen did not remember those numbers. The other major topic was the legislative meeting going on this morning so SWIC Allen handed it over to Bob Younie who was in attendance at that meeting. Bob Younie stated he did attend the legislative sub-committee meeting on appropriations to discuss HF 2439 which is the E911 bill. They took no official action during this meeting. The legislative leadership at this meeting made it very clear the legislature had a significant interest in finding a way to fund the state radio system. They would like to find a way to fund it on an ongoing basis. And they are still trying to find a way to do that but they are going to try pass another 1-year appropriation of \$4.3 million is what Mr. Younie understood Senator Danielson to say. Legislative leaders are working behind the scenes to firm up support for that action. SWIC Allen added that one of the areas that was of significant discussion was the fact that there is a bill working its way through that would raise the fee back to directly each of the PSAP centers to 60% from 46% and the other element was that of the roughly \$9 million sitting in the fund, does existing funds get divided among 117 PSAPs or does something else happen with it. Many questioned what the perspective of the legislature is as to what would happen to that money. The other topic was the fact that there was an emergency set aside in the fund of about \$3 million and that set aside to take immediate action if a dispatch center gets hit with a tornado they need money immediately to get back up and running and that fund was to help make sure that whatever broke could be fixed promptly and not have to go through the typical state procedures of getting approvals and such. John Benson stated that the basic elements of HF 2439 and the amendment which the Senate will put upon that bill on Monday when they move it out of appropriations, it is correct that the path through percentage to the PSAP will go from 46% to 60%. The question really becomes on the backend of what is done with the leftover money. Set aside about \$3 or \$3.5 million for catastrophic failures within the network or if we have a network failure related to data center or anything like that, we have the ability to get those back on line as quickly as possible. The new elements that are in there is that it does create a consolidation grant that looks at putting money available to the answering points to either physically consolidate or move into a shared services environment. So it does set aside monies to do that. It also does set aside \$100,000 for the 911 council which is similar to what they had last year. After that it allocates money to the answering point equally after that point in time. The part that is coming in the Senate amendment is that for that carryover money or surplus funds, it will essentially set the amount going out on the back end at \$4.4 million. The reason they came up with the \$4.4 is when you put the entire anticipated revenue stream which is about \$28 million annually, you take the 60% going out to the PSAPs, roughly about 22% that we have in place to operate the network i.e. the phone bills that the department pays to make the network run, you have about 2.5% that goes to wireless carrier cost recovery and then you have about that \$4.4 which translates to about 15%, you put those altogether and it's about 99.5% of available revenues next year. It does not have us dipping into the existing leftover so we will end up with a dollar figure in the carryover June 30 this year, we would essentially have that same dollar figure for June 30 of next year. So it does create the possibility that they could come back and re-look at what that funding stream could look like and if it could support an additional LMR payment next year. Keep in mind these numbers are based on facts as of 10:55 this morning.

E911 Program Manager – No report

User Group Committee – Chair Buffington reported that the User Group continues to support the RICs through their efforts with help from SWIC Allen and DSWIC Troyanovich. Later today will be able to start looking at the Memorandum of Agreement for ISICS. What will be doing through the UGC and in concert with the RICs after that has been approved is we will go ahead and start socializing and sharing it at local levels and start getting signatories and working on educating the locals on our process for becoming an ISICS user. The UGC continues to work with the RICs on establishing the points of contact, two for each agency, using CASM. That is something that gets brought up at all the different RIC meetings. Had some very good discussion on ISICS LMR, specifically will be establishing a subcommittee that Rob Dehnert will be overseeing. Specifically, to talk about the Unit IDs, the talk group IDs, allocation throughout the entire state from a statewide perspective down to regional down to county down to local. Rob has done a very good job and there is some good discussion regarding that. The subcommittee was also being looking at fleet mapping. And all have been involved in some of the detail design reviews. After this MOU rolls out will start populating the UGC because right now we just have the 6 seats from the RICs Chairs and are looking forward to getting some more input from additional members on that committee.

Finance Report – Chair Groskurth reported the Finance committee met April 5th via phone conference and reviewed the financials and the maintenance contract proposal for the 911 Gear & Starcom bus in Woodbury County. The financial report is the SLIGP grant that is the \$2,070,323 grant from the Federal government. This month we spent \$35,353, out of that dollar amount 80% is paid for by the grant and 20% by the state. Remaining in that grant is \$1,263,198. State appropriation from fiscal year 2014 to 2016, we have received \$359, 898, we have spent \$155,539, available funds \$204,359 and so far in fiscal year 2016 we have spent \$62,792. The Finance committee did recommend approval for the finances from the Board and they also did recommend that the Board approve the 5-year maintenance contract brought by John Benson for the Starcom bus and Woodbury County.

Kelly Groskurth made a motion to accept the Finance committee report. Bob Younie seconded the motion. All in favor. Motion passes.

John Benson requested the quote on the 911 gear for Woodbury's mobile communications van. Part of the PSIC federal grant dollars allowed us to put some 911 gear in a mobile facility so that if we did have a catastrophic PSAP failure similar to what was experienced in Cedar Rapids in 2008, we would have a resource in the state that could be deployed and could handle 911 calls. That equipment resides in the Woodbury Starcom bus which is essentially a complete mobile dispatch center. So there is 911 gear sitting in there. He got an annual quote as well as 5-year quote. The annual quote went for \$4,000 and the 5-year quote is \$12,000. Chair Benson did recommend to the Finance committee to accept and pay the 5-year quote. His logic behind that is while that equipment is aging out, it's primary function right now would be to answer wireline calls with next generation 911 being in place we can shift wireless calls to literally any answering point in the state. We have 113 PSAPs and each PSAP has 112 back-ups. With wireline it does not work that way. What they anticipate to happen in the near future is they will do a feasibility study the back half of this year that is going to look at how we can get off the wireline network and pull all that traffic into the next generation wireless network. But that process, even with the study being in place, he would not anticipate getting done no sooner than at least 2 or 3 years out. So there would still be a need to have this type of capability out there. If you look at 3 years at \$4,000 per

year, that is \$12,000 so we might as well get 5 years' worth in case it takes longer for the same price. So that was Chair Benson's recommendation.

Chair Benson made a motion that the Board approve the \$12,000 maintenance quote provided by Electronic Engineering in Sioux City. Kelly Groskurth seconded the motion. All in favor. Motion passes.

Kelly Groskurth made a motion to approve travel to Colorado in May for Chair Lampe and SWIC Allen not to exceed \$4,000. Carole Lund-Smith seconded the motion. All in favor. Motion passes.

Governance Committee – Chair Younie reported the Governance committee discussed the MOA which will be items 19c in New Business. They also discussed a SCIP pocket guide and Board committee responsibility. Will hear more about those items in the future. Chair Younie discussed his handout today. The first is going to be an item under New Business. The next thing is Policy Statement 2015-01 which was passed about a year ago. This is the policy statement that is becoming more important all the time. On pages 2 and 3 it states: "it's further policy that" and we talked about standing up or user group committee and UGC Chair Buffington is working on that. No more than 18 members and no more than 1 additional vote per state or federal agency so it's potentially a 20-person committee. The first paragraph discusses ex-officio members that can be on the committee. On page 3 Chair Lampe pointed out a misspelling so the second line, USG should be UGC and he would like to suggest the Board members to correct that spelling without having a motion to do so. This paragraph talks about standing up a committee and the Chair shall appoint no more than 3. And it talks about the Chair being involved in this. With the ISICS MOAs being a reality, we need to have this committee become active in membership development. So will be hearing continuing to organize this committee in the near future. The last page he handed out are the members of the Governance committee.

Operations Committee – Chair Kamatchus reported a number of things on the Operations agenda. The 4 topical things he will touch on today will be the STR inventory process, the Public/Private partnerships, platform transition process and the in-person meeting that the Operations committee needs to have.

STR Inventory process: Sheriff thanked DSWIC Troyanovich for her help. He will look at some digital inventory process that is going to happen. In order to coordinate all this they have brought someone on who is interested in working with them and becoming a new committee member. Cindi Fox (DPS) will be joining the committee. Cindi has a background that covers state, county and local. She is currently with DPS Des Moines Dispatch. Her background is that she understands inventory and process. He would like to have Cindi eventually serve as the chair person of this sub committee that is going to be working on the STR inventory process. Chair Kamatchus and Vice-chair Hagen will work with Cindi and come up with a vice-chair to work with Cindi to help with the formation of this group. We want to make sure it is individuals who understand what those trailers consist of, what the gear is so that we can formulate the inventory so we can have comparability. One of the problems this committee has done is we have 3 distinctly different trailers. We want to make sure they can all do the job. Readiness and maintaining of those trailers is going to be of great importance. And the availability process and that will be an ongoing process that this sub committee will have oversight and input on.

Public/private partnerships: Steven Ray contacted Chair Kamatchus and offered to chair this sub committee so we will end up with a situation where Chair Kamatchus will work with Steven and will come up with a vice-chair for this sub committee as well.

Platform transition: This will be an issue that is extremely important and SWIC Allen alluded to it. Currently we have VHF, UHF, 800, 700 systems and we are going to have to make sure there is consistency so that when there is a need for interoperability and an agency comes to another agency to help out, that these units or systems can cohabitate and work together. We are going to have to look at the formation of a group that is going to study that as well so that we can make sure if a new state radio system goes into a VHF only area, what do they do. Maybe such things as the type or the scope of the disaster or the number of people involved, are we going to have to bring a trailer in.

In-person meeting: Chair Kamatchus and Vice-chair Hagen will have an in-person committee meeting and go over these topics and will finalize both the sub-committees and several other things. His intent is have this in either May or June. Although May and June are going to be a little hectic for him as he is running for the Board of Supervisors. He will be retiring at the end of this calendar year from the Sheriff's office. He has been talking with the State's Sheriff's Association about someone to replace him on the Board. There are 2 sheriff's, both have technology backgrounds and both have an understanding of radio systems who are being mentioned. He will talk with Chair Lampe, Vice-chair Leonard and SWIC Allen about this and then make a recommendation to the Association. He would like to get the sub committees set up and operational before he leaves at the end of the year.

SWIC Allen stated that just as a reminder that the positions appointed by the Governor to this Board have to meet certain criteria in that we have to have male/female and Republican/Democrat balance. He encourages Chair Kamatchus to have multiple Sheriff candidates apply so there is a way to make the new person fit in the requirements and make it work.

Outreach Committee – Chair Benson asked if the document he sent and was printed off and handed out, SWIC Allen acknowledged that it had been. The ISICS Outreach or marketing plan and how the outreach was going to get started, as it says on the handout, the initial plan is to do 12 one-hour webinars and the focus will be within each of the 6 regions but they will be available statewide so if an individual cannot make one, they can get to another one. Six of them will essentially be focused on the policy level types of discussions like completing the MOA, some of the basic questions that policy people need to understand, what does the network do, how to access it, etc. The other six will focus more on the technology side of things. We have decided to put them together in a 3-hour time block. So will run them back to back to back. Starting May 25, June 1 and June 8. Shawn Wagner is working with the Motorola team to get the Constant Contact info in there so that will aid the registration process. We will be using the webinar technology to make that happen. Will run some tests first to make sure that everything goes along fine and make sure the presenters are comfortable with using the technology and that it is appearing correctly to the folks who will be viewing it. The folks that will be the drivers behind that will be the State deployment staff and also those from the Motorola project team. The webinar will be recorded and will makes those available on our YouTube channel so will be able to find those not only through the Board's website but also the sub site that will be under the network site. Motorola will also have what they refer to as the micro site that will mirror those types of things as well. Chair Benson will forward some links out to the Board members so they can see what the branding

is going to look like when those emails go out and that branding will carry over into presentations and the electronic materials that will be used in regard to the network. Unique color schemes used as a logo so it will be instantly recognized when it is seen. Chair Benson is working with his departmental staff to secure a track at the annual conference which is October 12 & 13. Thus far the first two, the update on the ISICS platform and the CASM next gen is approved and he is also working with Ric Lumbard Director ICN and Chair of Broadband Subcommittee on FirstNet. Director Lumbard is interested in having a national or regional level representative to participate in that as well. It will either be on the 12th or 13th but will have separate breakout sessions where we will have those sessions run back to back. SWIC Allen stated that we were able to put the link together for document that he sent us and it was put up on the screen. Chair Benson stated that this will be what the branding is like with the color scheme and the logo. There will be multiple versions of that type of email that will get the registrations going for the webinars. You will see color scheme morph in to the actual webinar of the presentation. This is just a reference point, some of the language will probably get changed a little. There is a variety of different message they are trying depending on the email. We will send those out to nearly every POC that Shawn has so it will be distributed as widely as we possibly can make it. We should have a good idea at what we are looking at in terms of webinar numbers as those people will have to go through the registration process to get into the webinar. We can track where we are getting registrations from and where we're not. SWIC Allen stated that he noticed on the presentations there is no opportunity to call if you have problems and wondered if there was a resistance to putting a phone number on there to call. Chair Benson said they were not even that far down the road yet. SWIC Allen encourages a phone number be listed, and he is ok with his phone number being listed to call if there are questions.

Shawn Wagner reported that as far as FirstNet outreach we have been continuing to do the CASM point of contact updates and hopefully everyone is seeing that in the map that is changing colors. We are currently working with the RICs now. We are using the EMAs, 911 POCs, RICs POCs and PSAP contacts as well as our friends like Carole in the training and certification components of the state so this database is coming along optimistically well. We will have one contact for nearly every agency and additional agencies, emails and phone numbers. As far as FirstNet outreach, we have started looking at how we are going to further engage volunteer systems. SWIC Allen, Shawn Wagner and DSWIC Troyanovich are discussing more outreach in the volunteer areas. Beyond that, training and then videos. Later today we will be shooting a COM-L/COM-T video.

Training and Exercise Committee – Chair Boeckmann presented Cindi Fox with a certificate for completing Communications Unit Leader (COML). Chair Boeckmann reported that he, Shawn Wagner and Curtis Walser will be shooting a video this afternoon about the positions within the communications unit. Particular the COM-L and COM-T. It will be an advertisement type piece with an opportunity to share what those positions are within the ICS structure. This can be used for various promotions for COM-L and COM-T.

The Next Gen 911 workshop, Blake DeRouchey has been working on the logistics and finalization for that. The Incident Dispatcher Course, we have had an initial scoping call and we are working on the logistics for that. Do not have the dates yet but hopefully by the end of September because they will probably go into continuing resolution the first of October so we hope to have that completed by the end of September. We will be hosting a regional, Region 7 Communications Train the Trainer Course in West Des Moines the week of September 12th. This is an invitational course, invitation by the SWIC and we expect 2 people from each

of the Region 7 states to participate. The Trainer course has been around for a while but this type of course is different in that we have not had a regional approach before. It is something new and all because of the hard work of DHS OEC Region 7 coordinator Jim Lundsted who put that together. There will be representation from Missouri, Iowa, Nebraska and Kansas in that course.

Chair Boeckmann announced that this is his last meeting. He officially retires July 5 but his last day of work is April 19. He has truly enjoyed his time on LEATAC since 1990 and the transition of LEATAC into the ISICSB. He hopes to continue to be on the Education and Training committee. Vice-chair Leonard and SWIC Allen presented Chair Boeckmann with a certificate of appreciation for all his work with ISICSB.

Technical Committee – Vice-chair Patrick Updike reported that on March 15 & 16 he attended the webinar for Public Safety LTE Essentials. The instructor was very knowledgeable in how this LTE system operates. We went through various aspects of how the end user device basically powers up and connects to the system, how it is routed, the various means of how the different functions that are on that device operate and they also covered some of the quality of service issues, transmission methods i.e. OFMDA, proximity of services. He found the class full of information and would suggest that anyone who has an opportunity to take this type of class.

The Technology committee met on March 31. The first item was the point to point procedure 2015-04A which SWIC Allen has already touched on. They went ahead and adopted that, had the documentation properly populated for the website and the information was forwarded to Sherry Murphy and put on the website. Rob Koppert has a FAQ document that he has pushed out because there were some questions about how to implement some of the procedure. What we have heard so far has been mostly positive comments. He thanked all the Technology committee for helping to get this procedure put into place so they can move on to other items.

Next step to interoperability channels with regard to NIFOG and IFOG. This will take some time to deal with as you are talking about interoperability channels within the state of Iowa as well as nationwide. Will have to expand on this further because some of the concerns that were brought up was that the public noticed that ISICSB put out for January 1, 2014 which shows the minimum interoperability channels for the state of Iowa for VHF, UHF, 108. And at the time what stopped it was some of the issues we see is you don't have CTCSS tones for the V Fire 21, V Law 31, V Med 28 so if you were to relate that to the current NIFOG handbook, there are certain frequencies that exist within this document that was put forward by the ISICSB that does not address that. So they want to research the interoperability channels and possibly create an IFOG/NIFOG in the coming days but further research and discussion needs to be had for that. The final agenda item was some of the discussion in meetings regarding the P25 LMR systems. Fleet mapping was a huge topic in how to move forward with that. The final discussion was that they looked at a mathematical equation that Rob Dehnert has developed that calculates the number of talk groups and things of that nature based on population levels of a specific area. So that's when we took that document that Rob Dehnert had and we pushed it out to Andy Buffington and the User Group committee so they could discuss that more as a possibility to come up with an idea or use this idea that Rob Dehnert has developed as a means for standardizing possibly the first steps in fleet mapping. Hopefully we will have some more information as that moves forward. As a part of

agenda item 1 as it pertains to the point to point procedure, that information was also sent out to Jim Lundsted so he would have a current copy of all that information.

Broadband Subcommittee – Jontell Harris provided an update on behalf of Chair Lumbarde who is at the FirstNet SPOC meeting today. The FirstNet Broadband committee has put together an internal working group called the FirstNet Opt-In/Opt-Out Task Force. The task force is researching the FirstNet option to just insure the state of Iowa has all the information as we move closer to a presentation with the Governor. In the last meeting the FirstNet Broadband committee voted to move oversight and administration of the CASM database to the ISICS Board. So the committee seeks approval from the Board to move CASM oversight to either a sub-committee or one of the committees and the ICN security Bureau to continue to support CASM efforts as it relates to FirstNet, and LMR. Vice-chair Leonard asked Jontell to explain that again. She stated that the committee voted to move CASM oversight to the ISICS Board for so they were wanting the Chair or co-chair to move it to a sub-committee or a committee of the ISICS Board. Ric Lumbarde explained the decision to move CASM out of the FirstNet Broadband committee was made due to the expansive nature of CASM even beyond the demand of the FirstNet data. Far more reaching than the FirstNet Broadband committee, the committee is very narrow in the context of FirstNet and CASM has already outgrown the scope of the FirstNet Broadband committee so the committee felt unanimously it would be better administrated at the ISICS Board level. Vice-chair questioned if this should be a sub-committee of the Technology committee or would it be better suited under the User Group committee. Lumbarde stated it did not matter to the FirstNet Broadband committee. SWIC Allen stated that maybe what we should do discuss this among the Board for the next month and take action on this next month. So this will be tabled until next month. Jontell also stated that FirstNet 2016 consultation efforts are underway. FirstNet will attend the May 3 FirstNet Broadband committee meeting being held at 1:00 PM in the Oran Pape Building, this is just a part of the 2016 team consultation effort. FirstNet will also be visiting the ISICSB meeting in July to coincide with the National Governor's Association visit. The FirstNet RFP submission deadline has been extended from May 13 to May 31, 2016.

SWIC Allen commented that he attends the National Council of SWIC meetings and calls, he hopes everyone understands that most states are not as developed in the FirstNet initiative nor as elegant in getting the work done. So to the Chair and co-chair of that sub-committee deserve credit. They are getting a great deal of traction on something that is still conceptual and not really something you can actually put your hands on. That group needs to be recognized because what has happened is significant.

Other Reports – Ellen Hagen reported that the Governor signed into laws the bill that provides that carbon monoxide detectors will be in multi-family dwellings and voluntarily in single family dwellings.

Jim Lundsted DHS/OEC Region 7 reported the National Emergency Communications Plan (NECP) include a lot of elements looking at the whole community of communications including alerts and warnings and 911. April 1 a new document was released called the Next Generation 911 Cyber Security Primer. This has been shared with the SWICs. It is just simply a very basic self-assessment guide to begin thinking beyond the PSAP as a closed or internet isolated community as we move towards Next Gen 911. The ability to handle things such text but more importantly the things that come with pictures, video, documents, all those little things in the background, we want the 911 community to be thinking beyond just how do

I get this in the door. Had a conversation about this at the National Weather Service conference where emergency managers who use a feature called NWS Chat to talk real-time. They want to be able to send pictures. The Department of Commerce said not yet, not now as we cannot deal with the cyber threat. The same thing will be facing a 911 center operator.

To updates for Technical Assistance Grants. We were successful in securing approval to bring a communications unit exercise Train the Trainer to the region where we can train a couple of students from each of the 4 states on the process of scheduling and executing a COM-L exercise. Iowa has had 2 of those in the past 3 years. They are expensive and difficult when you bring the Feds in. The training includes how to develop the exercise. They will bring in the master trainer and his team to conduct the class. The mid-American regional council in Kansas City has agreed to host that. Scoping call for that will be next week. Kansas will also be hosting an auxiliary workshop sometime this Spring.

Update on text to 911. Been working with the Kansas City urban area on the text to 911, more so than most of the states. They went live region wide, 9 counties, 42 PSAPs, in February of this year. They have developed a guide called Important Tips for Sending Text to 911 and they have a website they are using for public education. Kansas City would be happy to share their experience and information with anyone who requests it.

Exercise & Training. In the last couple of months, he has been reminded how efforts of the ISICSB continue to lead not only the region but the nation in certain areas. In the past few months he has spoken on encryption policy and getting ahead of the tidal wave behind us. What we are finding is technology is not the enemy of interoperability but technology run amok is. Even in Federal government they find they can't talk because there are encryption keys that are misnamed. Getting ahead of this and having standards and policies that help protect your user community bigger, that has been a very positive thing. He shared the Iowa policy statement the day before with the St Louis security group and they are interested in learning more.

In terms of OECs long standing outreach tools, the NIFOG, they are low in supply of version 1.5 that was printed in 2015. A new version is online called NIFOG version 1.6.1. It is only available on the website right now. They will be printing a small run of about 15,000 NIFOG 1.6.1. this year. Version 1.7 is already in development. Because the technology is transitioning so fast, they have developed the E-NIFOG, an electronic copy of the NIFOG that runs on your smart phone. It is still in beta and they are working on an internal issue with their office of general counsel about how it may be released. There is a very limited number of seats in the I phone and android category. If interested in being a beta tester, please contact Jim after the meeting. On the subject of IFOG, he stated that Kansas just developed a Kansas Fog. They do not have money to print right now but they will be the beta tester for an OEC developed smart phone app. He does not believe in apps solving our problems in the field. Quick distribution and maintenance of these does require something more agile than a print task order. They are working with Kansas to determine mechanism to turn the source code over to them to have their own app. They want OEC to build it but there is an internal discussion about when they are done with it, they have to turn it over to the state who accepts it as is and agrees to maintain it because otherwise they end up in a very lengthy life cycle battle. Will be working on getting the location and dates verified for the Incident Dispatch Course. He is looking forward to attending the COM-T Train the Trainer course.

Jim Lundsted and Vice-chair Leonard presented Tom Boeckmann with a challenge coin in recognition of his years of support.

Nick Putnam with Motorola Solutions (filling in for Motorola ISICS Project Manager Melvin Mercado) gave a PowerPoint presentation on the Motorola Project Update. He discussed where they are today, some of it has been presented in the past. Still in the system engineering detail design review. What has been accomplished to date; have held 4 DDRs, there are more planned, the operability, interoperability, management of the system. The next key step is to get an updated design meeting put together where they can document all the changes. Everything that is changed some of the decisions that were made in prior DDRs. So basically going to refresh everything, put it out and make sure everyone is on board. Still working with the NGA items working on the operational needs and the physical equipment need and the location of where that equipment will be placed.

The site development. Currently in the site development process. They are in the structural analysis of this process. They are running structural analysis on their current towers. Many of the towers are passing and the ones that are not, they are moving into the modification analysis to determine what is required for that tower to handle the additional loading for the new network. Have been working with power companies, do have plans although not finalized but they know where the power is coming from and how they will get it and how will build the site. In regions 4,5 and 6 many of the power plans have been completed and they are getting a good understanding of that. They are putting together the updated construction drawings that they will be looking for approval from the different regions. Region 6 has had many structural locations go through, they have passed and the ones that have not they are not in the modification analysis and they are making some good progress on that. Some of the key actions they will be working on are: the zoning process with all the sites they have identified as a possible zoning issue that may require a variance. They are expecting to have state assistance on that and hopefully by next update there will be a lot more progress and they can start locking down the locations. Once locked at these locations, they will start the formal microwave path surveys. Will start installation process for the NGA. They do know where those sites are going to be and will start putting hardware in place. Team is still working on preparing the first ISICS Core for installation. Plan to have that ready and in place for the NGA.

SWIC Allen stated “we were supposed to receive a critical path chart at our monthly meetings”. He will look forward to seeing that critical path chart at the next meeting.

Old Business – Bob Younie discussed the MOA handout. He described what the Governance committee has done. He stated we have a Governance committee vote to recommend moving the MOA to this Board for discussion and potential approval. He pointed out that the document in front of everyone was not the document that the committee voted upon. He is going to point out the differences, he does not believe they are substantial. The first difference is on page 2, paragraph 1.5, the second part of the section that starts off “ISICS” has 700/800, the other document had just 700. Page 8, paragraph 8.6, there is an added sentence at the end of the paragraph. The last sentence has been added from what committee approved – “Re-activation shall not be unreasonably withheld.” Page 10, paragraph 11.1, 3rd line, the sentence that starts “All amendments and addendums”, “addendums” is added. Page 11, the paragraph that starts of in Witness Hereof, 3rd line down “Memorandum of Agreement” did previously say “Memorandum of Understanding”. It is Younie’s thoughts that the agreement that the Governance committee voted on is

substantially the same as this. This is the document that we will be talking about today. The Governance committee gave this conceptual agreement to move it on the Board with the thoughts that this agreement will serve our purposes to get the system stood up and there is the potential that it may change later. SWIC Allen stated that this document we are asking the Board to approve, we do not see or envision at this time any changes to this document so that as new users come on there would be an attachment, an amendment that goes on the back that would articulate any changes that the user felt needed to go on and that they and the vendor could agree to is attached on the back. So the Board members would not be asked to re-read all 11 pages of this again with each new application. Board members would be given a 1 or 2-page document that will make amendments to this Master MOA. That was the intent of it and SWIC Allen wanted to clarify that. Younie stated he has some slight involvement when the lawyers were working on this. And he was surprised to hear the attorneys were in favor of having an addendum process for this master Memorandum of Agreement because it is likely that people have different views over what they want in the agreement. As long as they are not significant changes, if there are some minor changes, he thinks that is fine from the attorney's point of view. Kamatchus stated 700/800 and the addition of the 800 to it, the system is a 700 MHz system so do we know why that was added to it? SWIC Allen stated that there may be users in the future that wish to add because they run out of space in 700 MHz. Kamatchus also stated that this document if it's approved today by the Board, we have a tradition to take something and approve it to be posted for feedback, so is there a reason that it would not happen now? He stated we usually put this out for feedback. SWIC Allen stated that was true for policy statements but this is a legal document the attorney generals require involvement in with a big contract which makes it different because all of that was posted and done up front. The Board action on this is now that DAS awarded it and the shifting is to the Board and from the Board to the DOT and DPS. He may have this wrong but that was his understanding because there was some discussion about whether or not it would need to be posted but we were advised that was not a requirement. Through the resolution process we can adopt this and that this document since it has been through the Attorney General's office, it would represent the interest of the Board in compliance with the contract that we have with the vendor and our ability to operate within the scope of that. Kamatchus just wanted to make sure this is answered because he would say policy statements were also legal documents from this Board. He just wanted to make sure it was a matter of record in case the question comes up later. Vice-chair Leonard stated that the way he would explain it is that if this is approved today, would essentially be a boilerplate to make sure that every potential user has the ability to talk and negotiate with this MOA in order to better fit their need. This is not a catch all. They would have to agree to it to get on the system. Kamatchus stated that one thing that concerns him is when you say 700/800, if somebody has an 800 system now, are they going to migrate it over or will they utilize 700 primaries and 800 becomes overflow? SWIC Allen stated the state pool of 700 MHz has been dedicated to ISICS so that is what the design is around, then there are local pool channels. In the discussions it made sense that you have access to both. Kamatchus just wanted some discussion on it as they are an 800 system and wondered if this would have any bearing on them at all. SWIC Allen asked if their P25 radios that have capacity to be 1 channel FDMA and another channel TDMA that have a single radio that would operate on 2 separate systems depending on where the user was at that time. If you send someone to another part of the state, the radio they have will work in that area is what the vision may be for operations in that interoperability piece that was discussed earlier.

Chair Younie made a motion that the Iowa Statewide Interoperable Communications System Board (ISICSB) adopt the Iowa Statewide Interoperable Communications System (ISICS) as the Statewide Radio System by approving Policy Statement 2015-01. The ISICSB, as a

Board, adopts and recognizes this Memorandum of Agreement (MOA) as the ISICSB's instrument to be used between the ISICSB and all users of the ISICS. Furthermore, the ISICSB directs the User Group Committee (UGC) to develop and authorize Procedures to be used by all Applicants who request to become users of the ISICS.

Kelly Groskurth seconded the motion. All in favor. Motion passes.

SWIC Allen reported that for several months, since the system was awarded to the vendor, the background is that those parties that chose to bid on the state system were required to incorporate in their design proposal back to the state entities of existing infrastructure within the state of Iowa. That is a summary of several sections in a contract. To that end the selected vendor in this instance, Motorola, had incorporated Woodbury county and Westcom as part of their design to save the statewide system's money. Other vendors included other entities but this was the solution that was awarded. In recognition of that, Westcom's footprint and Woodbury footprint is part of the initial design plan for the system. They are expected to be primary users of the system as opposed to an applicant who doesn't have a radio system and would like to become part of the system. It's not anything more than that but as we look at bringing Woodbury and Westcom onto the system there would be a need for the Board to recognize their amendment and recognize that there wasn't a procedure or process that they went through similar to the UGC because we are already past that.

New Business – None

Public Comments – None

Motion to Adjourn: Motion made by Tom Boeckmann, seconded by Ted Kamatchus.
Meeting adjourned at 12:25 PM