Meeting called to order by Chair Lampe at 10:30 am (Quorum achieved)

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:** Jeff Swearngin, Jeff Sundholm, Marty Smith, Tom Lampe, Denise Pavlik, Andy Buffington, Ellen Hagen, David Ness, Jason Leonard, Michael Kasper, Carole Lund-Smith, Linda Frederiksen

**Members via Conference Line:** Patrick Updike, Bob von Wolffradt, Deb Krebill

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

**Absent:** John Benson, Kelly Groskurth

**Guests:** Tracey Beurden, PC EMA; Tim Malott, Cedar County EMA/911; Nicole Wethington, Cedar County 911; Rob Dehnert, WDM; Brian Krumm, JVC / Kenwood; Duane Vos, RACOM; Rhonda McKibben, DPS; Jim Lundsted, Department of Homeland Security; Jason Study, Pott. County 911; Tammy Rodriguez, ICN
Approval of Agenda – Ellen Hagen made a motion to approve the agenda. Denise Pavlik seconded the motion. All in favor. Motion passes.

Approval of Minutes – Mike Kasper made a motion to approve meeting minutes from March 9, 2017 meeting. Marty Smith seconded the motion. All in favor. Motion passes.

SWIC Report – SWIC Craig Allen reported on the following items:

- Iowa will be updating the Statewide Communications Interoperability Plan (SCIP) this year. Several meetings have been held where Board members and committee chairs have met to complete a Strength, Weakness, Opportunities and Threats (SWOT) analysis for the development of that strategic plan. The meeting is tentatively scheduled for June 28, 2017, in the West Des Moines City Hall Chambers. The meeting will be recorded and streamed live for those who are unable to attend in-person. As preparation continues, a series of conference call meetings will be held in coordination with Department of Homeland Security (DHS) representation, Jim Lundsted. Iowa is one of the first states to participate in this new, enhanced process. SWIC Allen’s goal is to end his term having completed a new five-year strategic plan. The Strategic Plan will have been reviewed by each committee, each committee will provide goals then the committees will select which goals best meet their needs thus setting the agenda. The monthly ISICS meeting agendas will be determined by the goals outlined in the SCIP. Money will be tied to each of the action plans and goals so that it will be evident how much state revenue and grant funds are being spent. The SCIP will be regularly updated.

- Many questions are being received in relation to the Land Mobile Radio (LMR) System. Each community needs to make a decision based upon their own best interest, however, when that decision is made, the community will need to be able to articulate how they plan to interoperate with others. Right now, the system is working in a number of areas but it is not statewide. As the system is completed, interest will grow, tactical plans will be created and Jim Lundsted will be asked for his feedback for best practices. Across the country, every time there is a major incident, we have more lessons learned.

- Now that AT&T has been selected as the FirstNet Primary Vendor and the State of Iowa has to determine the best plan, the Regional Interoperability Committees (RICs) were designed to help us with a grass roots approach where each county would have at least one representative. We are still working through that. We have met with Chair Lampe, Vice-Chair Leonard and some of the RIC members to try to revitalize the process to help local individuals understand how their involvement is important. It is becoming critically important.

- The hiring process for the new SWIC is progressing and preparation has begun for that transition. SWIC Allen has been putting together documents to assist with the transition. The new SWIC should have about six months to observe. SWIC Allen will make himself available for questions following the transition.

- A travel request has been submitted to Finance for approval for the new SWIC to attend the International Association of Chiefs of Police, Law Enforcement Information
Management (IACP LEIM) conference being held in St. Louis in May. Another travel request was submitted for SWIC Allen to attend the National Council of SWICs meeting. SWIC Allen is a member of the Executive council and chairs the Technology and Policy Committee. Iowa has had access to information that has not otherwise been made available due to SWIC Allen’s involvement with the Council. It is his hope that the new SWIC will also choose to be involved with the Council and committees.

- The Public Safety Communications Research (PSCR) meeting will be held in June and the Telecommunications Industry Association (TIA) TR-8 P25 meeting is coming up.

- SWIC Allen would like to say “thank you” to many of the volunteers. In the last month, there has been many calls with great help provided. Tracey Bearden and her team have been instrumental in getting the policies organized.


**User Group Committee** – Andy Buffington reported that the User Group Committee continues to hold monthly meetings. In the March meeting, there was a lengthy discussion on developing an “Approved Devices” list to assist users in selecting devices. A minimum set of standards will need to be developed, for ISICS access. The User Group Committee has reached out to the Technology Committee to begin working on those standards. Once the minimum standards have been identified, a methodology will need to be developed for testing the devices sent from the manufacturer, as well as organizing an independent test administered by the ISICSB. The User Group committee will continue to work with other committees, to ensure that reliable information is provided, on the types of devices that will work on ISICS. The committee also discussed how to help local users that require assistance.

Tracey Bearden stated that she is in the process of completing the testing procedures and will send it to the User Group Committee for approval.

Chair Lampe mentioned that he is working with Shawn Wagner to create a website form to make electronic submissions easier for the end user.

**Finance Report** – Ellen Hagen provided the Finance Committee Report on behalf of Chair Groskurth. Of the annual appropriation from the state of Iowa, $184,452.31 is available and in 2017, $72,395.84 was spent. For the SLIGP grant, the federal government pays 80% and 20% is paid by the state. In March $35,133.63 was spent, 88% the SLIGP grant will cover. The amount left in the grant is $611,475.92. The travel was approved.

Chair Lampe commented that the travel approved by the Finance Committee was for the SWIC travel to the National Council of SWICs conference and the LEIM conference. Chair Lampe reported that the $38,000 reduction for the Board would be restored from the budget cut. Once the money is restored, Chair Lampe will notify the Finance Committee to update their numbers.
Governance Committee – No Report.

Operations Committee – Chair Krebill reported she has been trying to learn about the goals and objectives of the committee for operations. The Committee set up a meeting with SWIC Allen to review the goals and the trajectory that the ISICS board sees for the Operations Committee. At the next meeting, the Operations Committee will prioritize the duties and objectives to reach the goals assigned last year.

Chair Lampe commented that the Operations Committee will be very important for the FirstNet and LMR initiatives.

Outreach Committee – Chair Hagen reported that the committee continues to engage in outreach efforts and receives great feedback.

Shawn Wagner reported the Outreach Committee has completed two RIC Outreach meetings. Although attendance has been good, it could be better. The outreach meetings are included on the ISICSB website calendar and in the monthly newsletters. Meetings are open to the public. The Outreach Committee is willing to provide presentations upon request. Updates are being made to the ISICSB website. The Committee is working on marketing message to reiterate that Public Safety interoperability saves lives. The next regional outreach meeting will be in Creston. Shawn stressed the importance of the RICs and that county feedback is represented as FirstNet planning progresses. RIC meetings are advertised in newsletters, on the ISICSB website, at Board meetings and through the ISICSB distribution lists.

SWIC Allen commented that membership on the RICs is on a volunteer basis. He believes that continuing outreach efforts will help expand knowledge and encourage participation. Once access to both LMR and FirstNet systems is available, participation may increase. Iowa is leading the nation in many aspects. The Outreach Committee should be applauded for the work they have done. SWIC Allen suggested reaching out to the ISICSB, to schedule outreach with associations like Iowa Firefighters, Emergency Medical Services and Sheriff’s Association.

Chair Lampe stated that Iowa outreach is ahead of the curve.

Shawn Wagner thanked the telecommunicators in honor of National Telecommunicators Week.

Training/Exercise Committee – Denise Pavlik reported that committee met and discussed several upcoming trainings.

Technology Committee – Chair Patrick Updike reported that the committee met three times in March and April. The committee discussed the ISICSMC12-B and the ICS-217A forms that have been posted to the website for 60 days, which has received no public comment. The committee also discussed that the document that was worked on for the P25 control station recommendation needed to be submitted to the Chair, Vice Chair and SWIC for review. The committee discussed the LMR system minimum requirements suggested by the User Group
Committee. Considerations need to be made about the subscriber units, as well as overall platform capabilities, before minimum requirements can be developed. The committee reached out to Motorola Project Manager, Melvin Mercado, to assist with the process. The committee is gathering information on the overall system capabilities. The committee is working on encryption standards for Advanced Encryption Standard 256 (AES256), how to reserve the slots for the keys and key management. The committee reached out for suggestions on additional educational opportunities for the Technology Committee to learn more about encryption and be better prepared to create standards for encryption. The committee is considering hosting a summit to discuss encryption further.

FirstNet Broadband Sub-Committee – ICN Executive Director Ric Lumbard presented on behalf of the FirstNet Broadband Committee. He stated that the FirstNet discussion began in 2012 and is quickly starting to progress from talks to action. The FirstNet Broadband Committee held the fifth Iowa FirstNet Public Private Partnership Summit at the Grimes State Office Building on April 6. The Summit is organized to create an opportunity for private and public sectors across the state to be updated on the FirstNet process. This summit was the best attended and provided the most valuable FirstNet information. AT&T was selected as the FirstNet Primary Vendor. AT&T provided three panelists at the Summit to cover the radio engineering and project management for FEMA Region 7. FirstNet Government Affairs representative, Drew Delaney was also a panelist. Rivada Mercury contested their elimination from the FirstNet process however, the court ruled on behalf of FirstNet. On March 17, the US Court of Federal Claims rejected Rivada Mercury’s protest to be considered, to build the network. Rivada offer was rejected because they posed too much of a risk. FirstNet required the interested vendors to demonstrate 25 years of financial modeling to show dedication and sustainability. On March 28, the FirstNet Board authorized FirstNet CEO to move forward with the selection of a primary vendor. AT&T was awarded the contract to partner with FirstNet in order to build the nationwide public safety broadband network on March 30. FirstNet and AT&T held a joint webinar for State Point of Contacts (SPOCs) and Public Safety Advisory Councils (PSACs) on April 4. AT&T will springboard FirstNet’s Band 14 coverage from their existing commercial network. On day one, AT&T will provide 72.6% geographical coverage and 99.9% population coverage. AT&T will take its existing 4G LTE network and augment it with the processes involved in FirstNet such as Quality of Service, Priority and Preemption (QPP). On day one, Quality of Service will begin and by the fourth quarter of 2017, the Priority and Preemption will be in place, which is a requirement of FirstNet. All public safety and first responders will have ruthless preemption, meaning public safety will be first priority on the network. Making over 100 deployable portable Cellular on Wheels (COWs) and different portable apparatus available for public safety and local control. AT&T has a very robust cyber security strategy and dedicated customer care just for FirstNet customers. The AT&T commercial coverage map was provided. The map displayed good news that a large portion of Iowa is already covered, however practical coverage in some areas will need to be solved in order to get border to border 4G LTE. If a state chooses to “opt-out”, they must demonstrate twenty-five years of financial stability. FirstNet will provide program management, 20 MHz spectrum and $6.5B funding, public safety expertise and customer experience innovation. AT&T will provide technology innovation and $40B investment, infrastructure and services, security (cyber, application and network) and telecommunications expertise. The FirstNet Broadband Committee leadership has continuously engaged with the Governor’s office, updating Governor Branstad in March. Also meeting with LT. Governor Reynolds and FirstNet President TJ Kennedy in March wherein a full FirstNet briefing was provided and questions were addressed. No legislative action is currently required since the Governor will handle the decision. An approval process has
been drafted in preparation for State Plans to be released to the SPOC. The goal is to have a “day one” acknowledgement so that deployment begins right away and subscribers can immediately sign up. Day one begins when the Governor decides to “opt-in” to the network. The 100 day, post award State Plan period has begun. FirstNet and AT&T are currently developing Draft State Plans and are expecting to release the plans soon. Within 180 days, Final State Plans are expected to be released. The SPOC meeting will be held first, and then the Draft State Plans will be released. Following the plan release, states will be given the opportunity to provide comment and feedback to FirstNet. FirstNet will review the submitted comments, make the appropriate modifications then the Final State Plans will be released in the fall of 2017. The FirstNet Broadband Committee has organized an Iowa FirstNet State Plan Approval process to include convening a special meeting, to include members of the Regional Interoperability Committees, to review and discuss the plan as well as meeting with Iowa Private Sector Leadership to brief on the plan and receive feedback. Iowa has done a great job of keeping the private sector well informed. All mobile device types that currently operate on the commercial AT&T 4G LTE will work on the Band 14 spectrum when released, including iOS devices. FirstNet will manage device interoperability with Subscriber Identity Module (SIM) Card management. FirstNet is still testing devices and applications. Each device will have to go through FCC Regulatory approval, Commercial Carrier acceptance and FirstNet Carrier acceptance before it is approved. Next, Chair Lampe (Iowa FirstNet State Point of Contact) will be attending a number of meetings prior to the release of the Draft State Plan. FirstNet will provide a State Plan Checklist to states to begin preparation. FirstNet is conducting kick-off meetings with AT&T, will release a State Plan Guidance Package, and will work with AT&T to prepare the State Plan content and populate the FirstNet portal. There will be an electronic portal. Chair Lampe will manage the security for access to the portal. The SPOC and the Governor’s office will have access to the portal. Chair Lampe will receive the Draft State Plan and share it with the FirstNet Broadband Committee, the will provide recommendations back to ISICS.B.

SWIC Craig Allen clarified that the way that ruthless preemption works on a voice radio system is different from how it will work on the FirstNet system. The ruthless preemption would not interrupt a voice call on the network; it would be preempting the data flow. It will be data versus a voice call. He thanked the FirstNet Broadband Committee leadership for the work being done in Iowa.

Ellen Hagen commented that the FirstNet Public Private Partnership Summit was very good.

Other Reports –

Jim Lundsted reported that he has spent some time discussing ISSI. He stated that ISSI is a very complex, technology deep project in terms of funding and staffing. There was a hacking incident that occurred in Dallas, Texas that activated emergency warnings. Jim stated it was not a public safety communications issue, instead an external actor. The National Interoperability Field Operations Guide application has completed the cyber vetting process. The National Interoperability Field Operations Guide production application will be released in May for download. Jim is working with Craig Allen, Curtis Walser and Denise Pavlik on getting support for a state sponsored Communications Unit Technicians course scheduled to take place at the end of July. There will be two other Communications Technician opportunities this year: one is a Com Tech course will likely be held in Jefferson City and the another state in the region is exploring the possibility of hosting a Communications Technician “Train the Trainer” class. There may be an opportunity to send a future instructor.
Chair Lampe asked if an ISSI solution opens the state up for cyber-attacks. Jim Lundsted replied that anything that is on the public internet makes cyber-attacks possible. No network is completely closed. There is still a lot to be learned about ISSI.

Information Sharing

Chair Lampe introduced Ethan Vanous as the new Administrative Assistant for ISICS Board. Ethan worked in the Department of Public Safety, Division of Criminal Investigation (DCI). Ethan managed and analyzed criminal histories for the state of Iowa. Ethan is a graduate of the University of Northern Iowa with a degree in Criminology.

Andy Buffington reported that he has encountered numerous people who are aware of FirstNet as well as LMR and are familiar with the progress being made. Andy congratulated the Board on its outreach efforts.

SWIC Allen stated that ISICSB will be completing the LMR system in 2017 and FirstNet is in progress. ISICSB members are mostly volunteers with knowledge in specific areas. SWIC Allen suggested hiring more Deputy SWIC’s with specialized knowledge that would fit with LMR and FirstNet. This will also be important in terms of the voting rights with Telecommunications Industry Association (TIA). There are individuals in Iowa that would be good back-ups but also need the authority and recognition of a Deputy SWIC. Having additional Deputy SWICs, helps ensure coverage when needed. It makes sense to keep Iowa moving forward.

Standards Working Group Formation for Policy Establishment for ISICS

Tracey Bearden reported that the Working Group is working to compile the next set of standards. The Governance and User Group Committees review all drafted standards, policies and procedures. Tracey is expecting feedback by April 21, 2017, before sending to the Board for approval. The Working Group is trying to improve communication with the Board Committee Chairs. Committee Chairs are encouraged to contact Tracey for assistance with standards, policies and procedures so that efforts are not duplicated and priorities are established.

Andy Buffington requested a master list of the standards that the Working Group is working on. Tracey will send the list to the Board.

Motorola ISICS Update

Nick Putman reported on behalf of Motorola Project Manager, Melvin Mercado. Nick reported that Region 1 has made about 5% progress, Region 2 has made approximately 9% progress, Region 3 has made approximately 4% progress, Region 4 has made approximately 5% progress and Region 6 has made approximately 5% progress. Approximately 5% progress has been made for a total of 49% overall project progress. Regulatory paperwork is currently being completed. As the paper work continues to be completed, steel is being ordered. Recently, about 12 new towers have been ordered. The sites are being prepared and will be built quickly. Approximately 34 sites are actively being constructed. Weather related issues
have caused delays. As sites are being completed, shelters are being distributed. The shelters are prepared with equipment. The coverage map is still on track to be completed as presented.

**Old Business –**

SWIC Allen presented that an ISSI Summit was held at the West Des Moines City Hall Chambers on March 13, 2017. Four TIA representatives were present as panelists: Association Chair – Andy Davis, Chair of TDMA 2 Slot – Roy Mc Clellan, ISSI Committee Chair – Jerry Drobka, and P25 User Group Committee Chair – Jim Downes. The Summit was split into three – one-hour long sessions discussing the system, how to join, and strengths/weaknesses and how the ISSI works. Interesting discussions were had. There is not a lot of deployment within the TDMA space. Many states are implementing FDMA wide band. There is a lot to learn. The user community has expressed that many of the issues are persistent problems that have never been resolved. The software updates and keeping communication equipment appropriately aligned is a constant task. SWIC Allen learned three important considerations: 1) Do you have people with skills, knowledge and abilities to work on these major systems? If not, do you have the finances to pay for hiring an expert? 2) The knowledge of the user base must increase. 3) As software changes are made, the changes must be coordinated amongst vendors. Two additional elements must be addressed: 1) Cost - Do we have the money it takes to pay for the resources needed to deploy an ISSI and use it between systems? 2) Does it increase or decrease our reliability coefficient of the interoperability network that would be created with that occurring? That information is currently unknown. The dilemma is deciding where to deploy ISSI and determining who pays for it. SWIC Allen is hoping to have all questions answered by the end of his term.

Marty Smith asked if SWIC Allen was suggesting not to proceed with ISSI. SWIC Allen responded that yes, today, he would not recommend using ISSI.

Chair Jason Leonard reported that a panel interviewed candidates for the SWIC replacement. The panel came to an endorsement, a conditional job offer was given, and the candidate is in the process of completing a background check. The hope was that the candidate would be approved at the board meeting. The background check is taking longer than expected. Ultimately, the desire was for the new candidate to cross train with SWIC Allen for as long as possible prior to his departure. Once the background check is completed, the candidate can give notice and begin cross training. Board meetings are held monthly which means approval would not be made until next month cutting the cross training period down to two months. The intention is to send the candidate’s information to the Board once the background check is completed. Chair Leonard asked the Board for recommendations. If the candidate passes the background check, Chair Leonard asked if the Board would prefer to wait until next month to review or if the Board would be willing to pass a resolution prior to the next meeting. A special board meeting is also an option.

Andy Buffington stated that the work of the interviewing panel is trustworthy and that he would only suggest a special meeting if, it is a requirement.

Linda Frederiksen asked if there would be an opportunity to review the documents and have a Board conference call.
Chair Leonard stated that if a conference call were held, the Board would have to abide by the Open Meetings law.

Ellen Hagen stated that the panel was in complete agreement for the selection of the candidate. Ellen stated the emphasis at this point is capitalizing on training time with SWIC Allen, to which Chair Leonard concurred.

David Ness made a motion to authorize the panel to make the offer, proceed with hiring the candidate and proceed to report to the ISICSB. Ellen Hagen seconded the motion. The motion passed with 14-1 in favor. Marty Smith was not in favor.

Chair Patrick Updike stated that in January of 2012, the 2012-05 policy was adopted. The policy that was set, affects the ability for interoperability channels to be used within the state of Iowa. In 2016, the committee revisited the policy, reorganized the document and developed an ICS-217A form. The goal was to keep the wording in place but allow the addition of interoperability channels through the ICS-217A form without having to get Board approval. It also allowed 2015-04 that gives the Technology Committee the ability to deal with eligibility usage of frequencies, squelch protection, etc. The document has been posted on the website for 60 days for public comment. Chair Updike made a motion to remove the 2012-05 (ISICSMC12-B) and replace with the new ISICSMC12-B with its associated ICS-217A form. Jeff Sundholm seconded the motion. All in favor. The motion passed.

**New Business** – Chair Lampe stated that it is National Telecommunicator’s Week. Chair Lampe sent a letter to all PSAPS to recognize and appreciate all state telecommunicators on behalf of ISICSB. He read the letter.

**Public Comments** – **NONE**

Motion to Adjourn: Ellen Hagen made motion to adjourn. Linda Frederickson seconded the motion. Meeting adjourned at 12:14 PM.