

Note: These minutes are a draft and are not to be considered official until approved at the next meeting.

**Iowa E911 Communications Council Meeting
 March 18, 2009
 Iowa State Patrol Headquarters, Post 1
 Des Moines, Iowa**

Call to Order

Meeting was called to order by Chairperson Steven Ray at 10:00 a.m. A quorum was determined from the roll call as indicated below.

<u>Roll Call</u>	<u>Representative</u>	<u>Attendance</u>
Iowa Association of Public Safety Communications Officers (APCO)	Doug Slagle	Excused
<u>Secretary</u> alternate	Sally Hall	Present
Iowa Chapter of the National Emergency Number Association (NENA)	Jill Randolph	Present
alternate	Kirk Hundertmark	Present
Iowa State Sheriff's & Deputies Association (ISSDA)	Tom Heater	Present
alternate	Dean Kruger	
Iowa Chiefs of Police & Peace Officers Association (ICPPO)	Jack O'Donnell	Present
alternate	Sandy Morris	Present
Iowa Association of Professional Firefighters (IAPFF)	Mike S. Bryant	Present
Alternate	Justin Adams	
Iowa Fireman's Association (IFA)	Mark Murphy	Excused
alternate	Tom Berger	Present
Iowa Emergency Managers Association (IEMA)		
<u>Vice-Chairperson</u>	Bob Seivert	Excused
alternate	Jo Duckworth	
Iowa Department of Public Safety (IDPS)		
<u>Chairperson</u>	Steven Ray	Present
alternate	Todd Misel	
Iowa Emergency Medical Services Association (IEMSA)	Paul Andorf	Present
alternate	Rob Dehnert	
Iowa Telephone Association <15,000	Bill Hotchkiss	Present
alternate	Pat Snyder	
Iowa Telephone Association >15,000	Bob Hudson	Excused
alternate	Natalie Stallman	
Cellular Providers	Bill Tortoriello	Absent
alternate	Jason Fenton	
PCS Providers	David Kaus	Present
alternate	Joe Sargent	
Auditor of the State, Ex-Officio member	Warren Jenkins	Absent
Staff:		
Barbara Vos, E-911 Program Manager		Present
Guests:		
Connie Hambly, Story County E911	Mary D. Miller, Iowa County E911	
Lorrie Lacina, Muscatine Co Joint Comm	Dan Taylor, Greene County E911	
Doug Hawn, Greene County E911	Rob Koppert, Cass County E911	
Joni Walston, SCI Regional E911	Tom Ling, Mills County E911	
Diana Richardson, RACOM Corp	Don Young, Qwest	

Introductions

Chair Ray welcomed everyone. Board members and those in attendance introduced themselves.

Minutes

Motion by Dave Kaus, seconded by Bill Hotchkiss to approve the minutes of the January 21, 2009 meeting. All ayes. Passed.

Agenda

Motion by Jack O'Donnell, seconded by Dave Kaus to approve the agenda for the March 18, 2009 meeting. All ayes. Passed.

State of Iowa Administrator Reports – Mrs. Barb Vos

Financial Report

Mrs. Vos distributed copies of the financial report. The only change in the financial report beyond the monthly reoccurring expenditures was the wireless carryover projects for the PSAPs. The total is \$1,924,017.81.

- Next Generation Project (Next Gen) - \$580,300 – There are no further expenditures.
- Network Capacity Increase - \$200,000 – This is a one time expense. This is for PSAPs that have been identified as benefiting from adding an additional 911 wireless trunk. This is still on going.
- Interstate Interconnect (est.) - \$525,000 – This is a one time expense but there will be monthly reoccurring expenses. This is to interconnect Iowa PSAPs with PSAPs in neighboring states. The direct trunking has been completed with Nebraska and Minnesota.
- Carryover PSAP Projects - \$1,924,017.81 – Projects approved, via the grant process, for PSAPs to access the Wireless Carryover Fund.

Mrs. Vos reported that she believed there would be no further expenditures for the NG911 test network unless something comes up that she was not aware of. The T1 lines at the test site – Dallas County – are still in place. The cost for those lines has shifted to Intrado since they wanted to do additional testing with another state.

Currently not doing anything with the Network Capacity Increase & the Interstate Interconnect until Qwest completes the switchover from 8 to 10 digits on wireless. It is estimated the switchover will be done yet this year. The Qwest customers will be done first starting with Lee County since they are one of the counties with a large amount of calls that are transferred across the river. Qwest is supposed to put a schedule together.

Dave Kaus asked if there had been any increase in Qwest's bill. Mrs. Vos stated that she had not seen anything. If there is an increase it may be due to the switchover to 10 digits. This would be adding to an existing contract.

Wireless Grant for Iowa Counties

There has been one application received since the January meeting.

Iowa's New IP 911 Network

Mrs. Vos reported that she still has not seen anything on the rules for the federal grant. She is continuing to do as much preliminary work as possible now. May possibly see the rules by late May or early June.

State of Illinois Wireless 911 Calls

Not able to complete the inter tandem trucking project until the Qwest completes the 10 digit switchover.

Legislative Update

Mrs. Vos reviewed the three pieces of legislation that were sent to the board members. She has met with the Public Safety subcommittee. These three pieces of legislation have been put on hold with stipulations of what Mrs. Vos needs to do. It is preferred to do an administrative rule change versus changing Chapter 34A.

The rule change would specifically state there would be an annual review of the membership of the county service boards. This review would be submitted at the same time the service board submits their annual budget. The proposed rule change is as follows:

Note: Proposed changes are underlined.

605 – 10.3(1) Membership.

f. The joint E911 service board will annually submit a listing of members and, if applicable, associated 28E agreement, to include the political subdivision they represent, to the E911 program manager. A copy of the list will be submitted within 30 days of adoption of the operating budget for the ensuing fiscal year.

And

605 – 10.11(2) The E911 service funds shall be subject to examination by the division at any time during usual business hours. E911 service funds are subject to the audit provisions of Iowa Code chapter 11. A copy of all audits of the E911 service fund shall be furnished to the division within 30 days of receipt. If through the audit or monitoring process the division determines that a joint E911 service board or the department of public safety is not adhering to an approved plan, does not have a valid board membership, or is not using funds in the manner prescribed in these rules or Iowa Code chapter 34A, the administrator may, after notice and hearing, suspend surcharge imposition and order termination of expenditures from the E911 service fund. The joint E911 service board or department of public safety is not eligible to receive or expend surcharge moneys until such time as the E911 program manager determines that the board or department is in compliance with the approved plan, membership, and fund usage limitations.

Each county will send a certification of who sits on their board and who they represent. If it is determined that a service board membership is not valid, the board would receive notice and then the program manager would meet with the service board to work on a resolution. Drastic measures would not be taken as that is the last thing they would want to do.

The Public Safety subcommittee agreed the proposed legislation was fairly strict by stating funds would be withheld if you didn't meet the criteria. They saw that as a public safety issue. If the service boards do not have the money to run the local 911, you are not just hurting the PSAP you are hurting the citizens of that county. That is why the subcommittee wanted Mrs. Vos to work on other options.

Right now the proposed legislation is on hold but they did not say that they would not push this at a later date. They want to see how we work through the rules change and work with any county that may need some education on board membership. Mrs. Vos also told the subcommittee that she would be presenting this information next week at the NENA conference.

Mrs. Vos was asked whether she knew of how many counties this would affect. Several people saw the proposed legislation and Mrs. Vos received several phone calls. If need be, we will go to the local service boards and educate them how the membership is suppose to be. Mrs. Vos plans to develop a flow chart to show who the service board's membership is to consist of.

There was discussion about the state communication centers. Who is their board? Mrs. Vos stated they are a part of public safety. This should also be added to the proposed rule change. Mrs. Vos will speak with the Attorney General's office on how the wording should be to add them.

Jack O'Donnell asked why someone would be against this.

Dave Kaus expressed his concerns about this being the first attempt to get into our budget. Mrs. Vos reiterated this is just a rule change and it is not changing Chapter 34A. She feels this is a safer way to accomplish this. The administrative rules have been in effect since Chapter 34A was adopted.

There was further discussion about suspending surcharge funds. Suspension of funds could be from both wireline and wireless funds. Mrs. Vos stated it was the impression from the Public Safety subcommittee that they do not want to get to that point.

Mike Bryant asked whether the council needed to contact the service boards. Mrs. Vos stated that once this rule change is made that every service board would be contacted. Mr. Bryant thought this would be a good area to utilize the outreach program.

Mrs. Vos asked for a formal motion concerning the proposed administrative rule changes.

Motion by Jack O'Donnell to approve the proposed rule change upon Mrs. Vos contacting the Attorney General's office to change the language reference to the state communication centers. Discussion – Dave Kaus asked what the downside would be if the council did not approve this. Mrs. Vos thought the legislators would go back to the proposed legislation and it would be more restrictive than the proposed administrative rule change. Dave Kaus asked if the three pieces of legislation would die if the rule change was approved. Mrs. Vos was told that if the proposed rule change was approved, she met with the public safety committee, met with a couple of service boards in question and worked on a resolution with them (that plan is in motion) and do the education to all of the service boards that yes those three pieces of legislation would die. These three bills did not make the funnel date so in essence they are dead but new bills could appear in a different form. Chair called for a second. Motion was seconded by Tom Heater. All ayes. Passed.

Mike Bryant asked Mrs. Vos whether she needed assistance meeting with the subcommittee. Mrs. Vos replied not at this time. A meeting date has not been set and will not be set until the three items listed in the subcommittee's letter have been completed. She will continue to keep the subcommittee advised of the progress. She advised Mr. Bryant that if he wanted to contact any of the subcommittee members on his own, he was welcome to do that. Mrs. Vos also stated that John Benson the legislative liaison has sat in with Mrs. Vos when meeting with the subcommittee. Mr. Benson was comfortable that the subcommittee would give Mrs. Vos enough time to work this out.

Reports of Officers, Boards and Standing Committees

Technical Advisory

Dave Kaus reported that he has seen on the internet there is a rumor starting again about a plan for directory assistance for cell phones. This is just a rumor.

Mr. Kaus reported on March 12th KCRG out of Cedar Rapids did a 911 investigation "Where is your emergency?" He felt we need to do better education at the PSAP as to what goes on in the location technology for 911. KCRG did testing with Sprint and US Cellular phones. There were times they didn't come close and other times the location was right on. Both providers use GPS. Mr. Kaus stated that In order to get a good location, you need to be able to see at least three satellites. When you go into a building you don't see a satellite. The PSAPs need to be educated that not every cellular provider uses satellites. T Mobile and I Wireless use a GSM technology which is a network solution not a handset solution.

Iowa Interoperability Governance Board – (Iowa Statewide Interoperable Communications System Board ISICSB)

Sandy Morris reported Federal Engineering is continuing to send out surveys. One of the surveys was to gather information on the PSAPs and the second was a users needs survey. The information survey has closed and the users need survey closes on the 27th. The most recent survey that went out is on what equipment the PSAPs have in the place. Federal Engineering considers a 50% response rate as successful.

The statewide interoperability coordinator position has not been filled. The state has a hiring freeze. This position is to be paid by a grant and not taking away from the local. A short term solution for this was to redo the contract with Federal Engineering so that they will provide a temporary statewide interoperability coordinator. As that contract comes to an end we can't extend it but can renegotiate what they provide us. It will give ISICSB time to find someone permanent. There is a real need for someone now as there is so much to do. It is a full time job right now for Captain Todd Misel and Dina McKenna who have full time jobs.

Ms. Morris encouraged everyone to go to the Department of Public Safety's website to keep current on what is going on. All documents, meeting notices, agendas, etc. are on the website. ISICSB is in the process of developing their own website. There is a link on the Iowa NENA site also.

Items for Discussion

Chair Ray stated there has been a request to post any supporting documents, agenda and minutes on the website before the council meeting. There was discussion about putting the minutes on the website prior to being approved. It was suggested that a disclaimer be added to the minutes prior to their approval when posted on the website. The supporting documents – it is unknown whether someone is

going to bring any handout material. Mrs. Vos stated that sometimes she does not see the financials until the day before and if there are any changes, she wants them to be as accurate as possible.

The Iowa NENA website also has a link to the council's agenda and minutes.

It was the council's consensus to add a disclaimer to the minutes prior to posting them on the website.

Unfinished Business

None

New Business

Mike Bryant asked Dave Kaus if he would be willing to write something up for the newsletter about the cell phone location technology. A newsletter has not been published in over a year. Mrs. Vos suggested putting together an information page and then send it out to all of the PSAPs.

Referring back to the KCRG story, Mrs. Vos stated the person that contacted her only asked for statistically data. Only one small portion of the information that she provided was used in the news story.

Travel Request

No travel request.

A reminder from Mrs. Vos – If any council members plan on attending the conference next week, you will need to get a receipt for the conference registration. Note: This includes all meetings. The receipt along with a copy of the agenda will need to be turned in for reimbursement. If you are unsure what should be turned in for reimbursement, send everything. Any claim turned in after 90 days will not be paid.

Business from the Floor / 911 Issues at the PSAP's

None

Announcements

The next meeting of the council will be on May 20, 2009 from 7:00-9:00 p.m. at the Western Iowa Tech Community College, 4647 Stone Ave., The Security Institute Building, Sioux City, IA.

Annual planning session will be on May 21, 2009 from 8:30 a.m. to 1:00 p.m. at the same location.

Any agenda items for the planning session meeting will need to be sent to Chair Ray or Mrs. Vos by April 5th. Mike Bryant suggested a couple of agenda items – Direction or mission of the council to be proactive instead of reactive and legislative issues giving the council some direction from the leadership.

Meetings are held every other month January, March, May, July, September and November.

Adjournment

Meeting was adjourned at 10:47 a.m.

Respectfully submitted,

Sally Hall