

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

**Iowa E911 Communications Council Meeting
May 20, 2009
Western Tech Community College
4647 Stone Ave, The Security Institute Bldg
Sioux City, Iowa**

Call to Order

Meeting was called to order by Chairperson Steven Ray at 7:00p.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	
Iowa State Sheriff's & Deputies Association (ISSDA)	Tom Heater	Present
alternate	Dean Kruger	
Iowa Chiefs of Police & Peace Officers Association (ICPPO)	Jack O'Donnell	Excused
alternate	Sandy Morris	Present
Iowa Association of Professional Firefighters (IAPFF)	Mike S. Bryant	Excused
Alternate	Justin Adams	
Iowa Fireman's Association (IFA)	Mark Murphy	Excused
alternate	Tom Berger	Excused
Iowa Emergency Managers Association (IEMA)		
<u>Vice-Chairperson</u>	Bob Seivert	Excused
alternate	Jo Duckworth	Excused
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	Excused
Cellular Providers	Bill Tortoriello	Absent
alternate	Jason Fenton	
PCS Providers	David Kaus	Excused
alternate	Joe Sargent	Excused
Auditor of the State, Ex-Officio member	Warren Jenkins	Absent
Staff:		
Barbara Vos, E-911 Program Manager		Present
Kathy Karn, E-911 Program Planner		
Guests:		
Wendi Hess, Woodbury County E911	Glenn Sedivy, Woodbury County E911	
Gary Brown, Woodbury County EMA	Butch Hancock, Qwest	
Kevin Harskamp, Sioux County Sheriff's Office	Nate Huizenga, Sioux County Sheriff's Office	
Rob Koppert, Cass County E911	Pat Wahl, Warren County E911	
Mahala Cox, Warren County E911		

Introductions

Chair Ray welcomed everyone. Board members and those in attendance introduced themselves. Words of appreciation were extended to Woodbury County and Wendi Hess for hosting the meeting and working with Barb Vos in arranging the meeting place and lodging.

Minutes

Motion by Bill Hotchkiss, seconded by Paul Andorf to approve the minutes of the March 18, 2009 meeting. All ayes. Passed.

Agenda

Motion by Jill Randolph, seconded by Tom Heater to approve the agenda for the May 20, 2009 meeting. All ayes. Passed.

State of Iowa Administrator Reports – Mrs. Barb Vos

Financial Report

Mrs. Vos distributed copies of the financial report for the first calendar quarter of 2009 (Jan, Feb and Mar) and explained the receipt and distribution of funds.

The wireless surcharge funds are paid on a calendar quarter basis. Each wireless subscriber pays a monthly 911 surcharge of \$.65 to their wireless service provider. Within 20 days following the end of the calendar quarter, the wireless service providers remit the wireless surcharge funds they have collected to the state E911 Program Manager. Upon receipt of the wireless surcharge funds, the E911 Program Manager disburses those funds according to the Code of Iowa Chapter 34A & the Iowa Administrative Rules Chapter 10 as follows:

Total funds received for the first calendar quarter were \$4,071,436.26.

- \$50,000 is allocated to Homeland Security and Emergency Management administrator and program manager for the administration, implementation, support and maintenance of their functions and to employ the state auditor to perform an annual audit of the wireless E911 fund.
- 21% of the total wireless surcharge generated is paid to wireless carriers to recover their costs to deliver wireless E911 Phase I services. If this amount is insufficient to reimburse the eligible expenses, the amount will be prorated to each wireless carrier. (1st quarter amount \$615,543.13)
- Local exchange service providers are reimbursed for their actual transport costs between the wireless E911 selective router and the public safety answering points (PSAPs) related to the delivery of wireless E911 service. (1st qtr amount \$271,033.30)
- Local exchange service providers and third-party E911 automatic location information (ALI) database providers are reimbursed for their actual costs of maintaining and upgrading E911 components and functionalities between the input and output points of the wireless E911 selective router. This includes the wireless E911 selective router and the automatic location information (ALI) database. (1st quarter amount \$1,688,368.54)
- 25% of the total amount of wireless surcharge generated is allocated for each PSAP based upon a formula of 65% of the total dollars available is allocated in proportion to the square miles of the E911 service area to the total square miles of the state and 35% of the total dollars available is allocated in proportion to the wireless E911 calls answered at the PSAP in the E911 service area to the total of wireless E911 calls originating in the state. (1st quarter amount \$1,014,871.65)
- Any remaining funds may accumulate as a carryover operating surplus to be used to fund future wireless phase 2 network improvements and PSAP improvements. Service boards may apply for a portion of the carryover surplus through a grant application process. (1st quarter amount \$426,324.93)

The E911 Program Manager has a twenty day turnaround period from the time funds are received until the funds are to be disbursed.

The following is a breakdown of the total funds (\$2,675,106.02) obligated out of the wireless carryover fund:

- 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 - \$1,369,806.02 – Projects approved, via the grant process, for PSAPs to access the Wireless Carryover Fund.

Wireless Grant for Iowa Counties

Mrs. Vos handed out information on the wireless carryover grant funds that have been approved since the March 18, 2009 meeting. Projects are now being approved for next fiscal year. Mrs. Vos is currently working with PSAPs and Qwest to see that projects that are scheduled to be completed this fiscal year are completed and can be paid this fiscal year.

Don Young from Qwest has been a part of several of these projects and is now retired. Butch Hancock is his replacement and is getting familiar with these projects.

State of Illinois Wireless 911 Calls

Inter-tandem trunking project with Illinois is delayed until the 10 digit conversion project is completed. Mr. Hancock reported the 10 digit conversion project was started last week in the eastern portion of the state. Davenport was completed last Friday. Woodbury County has been done. Lee County will be done within the next two weeks. When asked, Mrs. Vos reported that Qwest did not have a projected date for completion.

Reports of Officers, Boards and Standing Committees

Technical Advisory

Dave Kaus was not present. Chair Ray reported that Robert Hudson is no longer the Iowa Telephone Association > 15,000 representative on the council.

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

Wendi Hess distributed the March 2009 monthly status report prepared by Federal Engineering. This is as of March 31, 2009.

Ms. Hess reported the Board is working toward hiring someone to oversee the program. At the Board's last meeting it was planned to get someone from the Federal Engineering staff to do this. But it was decided this may not be the best thing to do. The Board is basically starting over trying to hire someone to head the program. The need for a person to oversee this program is still there. Captain Misel, Chair and Dina McKenna, Vice Chair have full time jobs and this does not allow them the time that needs to be spent on this program.

PSAP surveys were sent out several months ago. From the PSAP survey an existing system survey was sent out which involved asking what kind of radio system the PSAP was using, etc. From the existing system survey, it was determined who owned their own radio system and an additional survey was sent out to those who responded.

All surveys are completed. Participation started out very good and then dwindled down some but Federal Engineering is happy with the percentage of return and they feel they are getting a good idea of what is out there. Over 180 agencies were identified as owning their own radio systems. Approximately 1/3 of the agencies responded.

The Board held a planning session last month in which bylaws were drafted.

There have been some changes to the membership of the Board. There are now Legislators on the Board as non-voting members. Ms. Hess felt this was a positive change. These Legislators will have first hand knowledge of what the Board supports and they can be the Board's "Champions on the Hill" to help

with those initiatives. Also they will get a better understanding of what the Board is doing, how important it is and what their support means to the Board.

Another change in the membership of the board is the two seats for the firefighters. One is now a volunteer firefighter and one is a paid firefighter. Prior to this change there was no specifics as to whether they were paid or volunteer. Those assignments have not been made yet.

Ms. Hess made available brochures that describe the Board's membership, what they are doing, how it is designed and what their goals are.

Recently about \$8 million of PSIC money was disbursed through the Board using a grant application process.

In reference to the brochure, Sandy Morris stated it also includes information about the Board's website. The website gives information on meetings, minutes, agenda and any document that has been given to the Board is also accessible on the website. This website is a good place to follow the progress of the board.

Sheriff Tom Heater asked whether the second representative for ISSDA had been filled. Ms. Hess stated the Sheriff from Carroll County had resigned and she did not believe the position had been filled yet. Ms. Morris stated that a couple of appointments had been made this month but she was not aware if the appointments were to fill vacancies or expired terms. If anyone is interested in a position on the Board, an application can be downloaded from the Governor's website.

Items for Discussion

None

Unfinished Business

None

New Business

None

Travel Request

There were no requests. Chair Steven Ray reported on the North Central State APCO Regional Conference in La Crosse, WI. Chair Ray stated it was a very good conference and there was a good representation from Iowa. There is a lot of time and effort that goes into putting on a conference like this. Iowa has hosted two regional conferences. No states in the north central region stepped up to do a 2010 conference. There were two days of class sessions. Some of the classes were Dispatching, Active Shooter situation and Interoperability. Chair Ray thanked the council for approving his travel request.

Business from the Floor / 911 Issues at the PSAPs

Ms. Hess asked about the status of the Next Generation 911 (NG911) IP based network testing. Mrs. Vos stated the testing is completed. Her next step is to speak with HLSEM Administrator Mr. David Miller to discuss a plan of action. The NG911 IP based network project is much more involved than the wireless network was. There will be more cost to this project. It probably will be a phased approach. Mrs. Vos would like to see what Federal Engineering's study has to say and how that would tie in. Mrs. Vos recently sat in on a couple broadband stimulus money webinars and 911 is one of the areas they are looking at also. They are looking how the broadband stimulus money can be used for the rural areas that do not have broadband connection.

When asked her advice about buying new equipment, Mrs. Vos replied that she would advise not to buy anything that was not IP capable or could not be upgraded to IP capability. Chair Ray stated this topic is on the agenda for the planning session that is scheduled for tomorrow. He also commented his greatest fear is that cellular providers will all of a sudden tell their customers that they can send video, data, etc. to 911. The PSAPs are going to be sitting there and the public is going to be expecting those services. A concern is that PSAPs may be caught off guard with providers so advanced of us technology wise.

Ms. Morris, Des Moines PD and Ms. Hess, Woodbury County have received test messages. Des Moines PD's did work but it was very time consuming. Woodbury County's was all garbled.

Ms. Morris stated that she doesn't think that we will ever be able to keep up with technology. Private industry will also be ahead of us. We are to the point that we need to indicate what we can do realistically.

Mrs. Vos stated there is federal legislation out there that indicates that if we want to apply for any federal grant money, it has to be for Next Gen IP based network. There is going to be a big push across the nation for everybody to be at that level by a certain time. Ms. Morris stated once we get at that level with IP based technology will we truly be up to date. Technology is changing every day.

Butch Hancock, Qwest representative stated a PSAP may have an IP based phone system but right now the network is analog. There are only a few places across the country that have an IP based network that is being tested. Mr. Hancock wanted to caution anyone buying equipment. When you purchase an IP based equipment set, it is IP based. It talks across its own network but it still is not set up to receive IP based trunks. Mrs. Vos stated that you have to be sure to ask the right questions.

Chair Ray stated we may need to look at a legislative change to increase our ability to get more money. Philosophically, he does not like it but to be able to do anything like this we are going to need more money.

There was discussion about regional backup systems in case a PSAP goes down. Mrs. Vos stated that we already have that capability with wireless. Wireless calls can be transferred to any one of the six Department of Public Safety sites.

Right now we are just looking at a wireless IP based network. The wireline will come later. Ms. Hess asked whether wireless and wireline will ever be on the same network. Mrs. Vos replied that will depend on the surcharge. Wireline surcharge is controlled locally. That will have to be a discussion in the future when it is decided that we want to move the wireline to an IP based network.

Chair Ray believes that 5 to 10 years from now we will see regional centers. There are states that are larger than us and they are combining centers.

Mrs. Vos has been working on changes concerning the Iowa Administrative Rules Chapter 10. Once the proposed changes have been completed, Mrs. Vos will email a copy to the council. It is estimated once the proposed changes are filed that it will probably be March of 2010 when the service board membership information will initially be required to be submitted to the state E911 Program Manager.

Announcements

The annual planning session will be tomorrow morning in the same building as this meeting starting at 8:30 a.m. in room T139.

The next meeting of the council will be on July 15, 2009 at the Iowa State Patrol Headquarters Post 1, Des Moines at 10:00 – 12:00 a.m.

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

Adjournment

Meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Sally Hall