



MINUTES  
TECHNICAL ADVISORY COMMITTEE  
WEDNESDAY, OCTOBER 17 2012, 2:00 P.M.

**Boardmembers Present:** Chief Redington, Chief Voelliger, Chief Washburn, Chief Donchez, Medic Executive Director Frederiksen, Sheriff Conard, and Conservation Officer Marc Miller.  
**Others Present:** Steve Brauer, Jim Bickford, Drew Waggoner, Paul Andorf, Sam Fleege, Tom Gibbs, Brian Hitchcock, Billie Huffman, Gloria Fitzpatrick, Pam Paulsen, and Annie Nugent.

Chair Washburn called the meeting to order. A motion was made by Sheriff Conard to approve the September 19, 2012 meeting Minutes, seconded by Chief Donchez. All ayes.

**Public Comments:** None.

**CAD/RMS System Update:** Gloria reported that the general release of 10.0 is October 24<sup>th</sup> and she has resources locked in for the October 31<sup>st</sup> install. Testing will begin that Thursday and Friday. November 5-9 will be additional testing and preparation for Go Live. Go Live is tentatively set for November 12<sup>th</sup>. NWS is to be on site November 10-12. Resources are currently being locked in at this time. Gloria is also asking that a Mobile and MSP person be onsite as there are changes in the new release and she wants to make sure that all target areas are being hit.

- **RMS Schedule:** The week of November 26<sup>th</sup>, Tim/NWS is to be on site.
- **Upcoming scheduled outages:** Scott County IT sent an email of suggested dates for the switch over for the redundancy. Those dates were October 30-31 and November 3-4 from 1:00 a.m. to 6:00 a.m. The group agreed the dates were not going to work as the dates and times were some of their busiest. A Motion from Chief Donchez to use the dates of November 7-8 from 3:00 a.m. to 8:00 a.m. would be better for all involved. Chief Redington seconded the Motion. All ayes. Gloria is to take that information to Matt Hirst at Scott County IT. Chief Voelliger wanted to make sure John Grimm had access so he could offer support during that time.
- **Reporting of issues:** A Motion was made from Chief Redington for Scott County IT to report to the agencies within 7 business days the circumstances and cause of the outage, seconded by Chief Donchez. All ayes.
- **Interfaces:** Chief Bickford suggested some sort of check list for the interfaces to make sure each get checked and turned back on. Chief Voelliger suggested in regards to the 28E Agreement to see how Scott County IT has evolved and what their responsibilities are. Chief Washburn requested for CAD NWS update system purposes that Scott County IT be present at the TAC meetings.
- **NCIC outage:** NCIC stopped working through CAD and Mobile. It was not NWS or Scott County IT. The State contacted ICN and found an issue with the DSL line and the router. CenturyLink was on site and found the issue at Kimberly and Pine. It is now repaired. Windstream has the ICN and had an issue as well, and they tracked their circuit and made the repair.
- **NCIC Parsing:** The 10.0 will have the ability to customize parsing. When the responses come back from the State, the users will have the copy and paste option. Copy from the return and paste into Field Reporting. The users will also be able to change the font and the color size and how the return comes back. Director Hitchcock approved this service and Gloria sent it off to NWS.
- **Firehouse interface:** Chief Voelliger asked Gloria to check with NWS to see if they would be able to interface with Firehouse.

**Radio System Update:** Sam/Racom reported that the Scott County Park site has experienced outages in the last 2 weeks. This is affiliated with telephone carrier services. They have changed out the antennae structure and the directional on the North side. Yesterday a different circuit was placed on it.

- **Narrow banding:** Racom will be working at BFD regarding the VHF page channel on October 24, as well as the BPD UHF channel linker.

- Scott County Fire: On November 7, Racom will be working on their narrowband at all 6 sites, and Sam reports that Racom should have it completed in 1 day. They will send a page when it has been completed.
- Back up Center: Sam states Racom's part is almost complete.
- Buffalo Shores BDA: A filter needs to be reordered, as the vendor sent Racom the wrong one.
- BPD radio squeal: There was a problem with the radio code in those radios. It has now been updated and the issue resolved.

**Director's Report:** SECC is now ready for NEX GEN 911. The State cell wireless companies will need to reach compliance to text 911. This will take approximately 1-2 years.

- Director Hitchcock and Gloria went to Waterloo this past Wednesday for training in the Tactical Inoperable Systems Plan.
- On December 3 the backup positron is being connected to the one at SECC.
- Wireless Data Network: The State won't service any Backup Centers. Director Hitchcock reports that ½ the trunks will be at SECC and ½ will be at the Backup Center so they will roll over in the case of an issue. To purchase the equipment will cost approximately \$7000.00 plus labor, to put ½ the trunks at the courthouse.
- State trailer: Director Hitchcock distributed a photo of the State emergency backup trailer and explained the resources equipped with it. To utilize the trailer, the public safety agencies request the use through EMA Director Ross Bergen. The State is currently working on an SOP and checklist for the trailer.
- Budgeting: Director Hitchcock recently finalized 2012, and was pleased to announce SECC ended in the black, and did well. He gave Deputy Director Paulsen kudos for keeping the over time in check. Director Hitchcock is currently working on building next year's budget.
- Internal transfers to Medic: Currently transfers from SECC to Medic go out of the building to the main CenturyLink phone switch and back to Medic. Approximately December 3, changes will be made that the transfers can be done internally.

**Recognition of Steve (Wally) Brauer:** A Certificate of Appreciation was presented to Assistant Chief Brauer from Chair Chief Washburn and Vice-Chair Sheriff Conard for his years of dedicated service since the inception of SECC.

**Other Business:** Steve/BPD questioned why the 28E Agreement is not as detailed as other inter governmental agreements and suggested amended it. Director Hitchcock explained that the agreement would need to go to each agency counsel and agree to change it.

A motion was made by Chief Voelliger to adjourn, seconded by Medic Executive Director Frederiksen. All ayes.

**The next meeting was tentatively scheduled for Wednesday, November 21, 2012, at 2:00 p.m.**

Adjournment was at 3:13 p.m.

Respectfully submitted by,

Annie Nugent, Administrative Assistant

Attested by,

Brian Hitchcock, SECC Director