

JECC User Advisory Committee Meeting  
Tuesday, September 20, 2011  
Joint Emergency Communications Center

MINUTES - Redacted

I. Call to Order

A. Meeting was called to order by Chief Barry Bedford at 9:01 a.m.

Attendees: UAC Members and Alternates

Barry Bedford, Coralville Police Department; Sam Hargadine, Rick Wyss, Jim Baker, Iowa City Police Department; Steve Dolezal, Gary Kramer Johnson County Sheriff's Office; Jim Warkentin, North Liberty Police Department; Andy Rocca, Roger Jensen, Iowa City Fire Department; Dave Stannard, Coralville Fire Department; Steve Spenler, Johnson County Ambulance Service, Dan Smith, Johnson County Mutual Aid Association.

Staff and Guests

Gary Albrecht, Todd Evans, Kathy Droll, Tom Jones, Nick Trenary, JECC; Terry Brennan, Randy Johnson, RACOM; Dani Crozier, TAC-10.

II. Review minutes of the August 16, 2011 meeting (see attachment)

A. A motion to accept the minutes was made by Hargadine; seconded by Warkentin. Motion carried.

III. Changes/additions to the agenda. - None

IV. Executive Director's Update – Albrecht

A. Discuss feedback on draft policies and procedures

Albrecht stated that he has only received feedback from ICPD, ICFD and JCAS on the policies and procedures that he emailed out after last month's meeting. If anyone has any other feedback that they would like to add, they can discuss it now. Rocca asked when the policies and procedures would be implemented. Albrecht stated they would be implemented very soon. Wyss stated that there were some procedures that may need to be reviewed by the Law subcommittee as a group for discussion. There was also a need to define some procedures for making dispatches timelier. Bedford asked Albrecht to check his availability for a law subcommittee meeting. Bedford asked Fire if they had any concerns and

they made a few suggestions about dispatch times and MABUS to make sure they stayed in the policies and procedures.

B. Approval process for radio accessories

Albrecht stated that for third party accessory purchases that agencies can contact Racom for approved third party accessories to see if they are compatible with the radios before purchasing. Racom said that the agencies can also ask the vendor if their accessory is supported with the particular model of Harris radio. Brennan advised that third party batteries and chargers should be the two main items that users should stay away from purchasing aftermarket. It was also suggested that third party antennas should be avoided. There was a lot of ongoing discussion about the life of the Harris batteries and what options that would be available to the users to return them to Harris. There was a consensus that the UAC would draft a letter to present to the JECSA Policy Board for a final draft to Harris on the issue. Hargadine and Spenler volunteered to work on a letter to present to the Policy Board.

C. UAC meeting frequency

Albrecht informed the group that policy board has switched their meetings to 6 times a year. This was mentioned to see if the UAC wanted to change their meeting frequency to reflect that of the Policy Board. The Policy Board will meet during the following months: January, March, June, September, November, and December.

There was a motion made by Spenler for the UAC to follow the same meeting schedule as the JECSA Policy Board; seconded by Rocca. Motion Carried.

D. Other

Albrecht discussed a radio outage that occurred on 9/19/2011. There was an issue with a corrupted database that was failing and it failed while Racom was working in it. This helped to resolve the issue quicker, because Racom was already on the phone with Harris troubleshooting an issue and they were able to immediately start working on the issue. There was further discussion about how to address this type of issue in the future. Rocca asked if procedures will be developed for the future and if there will be quarterly testing done. There will need to be some protocols established on a per agency basis on how each agency will operate while in system bypass due to coverage issues that may arise while in bypass.

Discussion was had about how to notify users in the future of outages like this. There was a consensus to use Code Red for the notifications. Each agency should submit contact information to Gary for entry into Code Red that wants to be notified.

V. Fire/EMS and Law

A. Election of new Vice Chairman

Motion by Dolezal to nominate Sam Hargadine as Vice Chair; seconded by Stannard. Motion Carried.

B. Clarification on financial responsibility for radio installations

Rocca is looking for clarification on how radio installations are paid for. The users are looking for some written clarification defining this. There was discussion that the initial radios included installation and if an agency changed vehicles later, then that would be the responsibility of the agency. It was suggested that the UAC recommend that the JECC add install costs to the JECSA Budget for the Policy Board to approve or deny. Albrecht will address with the policy board about whether to add installs to the base package for mobile radio purchases. This will give the group a written decision going forward.

C. Agency budget requests:

- a. ICPD => 2 mobile radios due to increase in fleet size
- b. CVFD => 1 mobile + 6 portable radios due to fleet increase

Motion made by Dolezal; seconded by Spenler approving the additional radio requests to be included in JECSA's FY2013 budget for approval.

D. TAC – 10 inability to interface all CFS information with the new version of the Geocomm mapping software.

Baker stated that he would like to see the CAD information show up in GeoComm and that it is an important feature that he feels that all agencies could benefit from. The users agreed and Dani from TAC-10 stated that she will be working with Nick after the meeting to troubleshoot why it is not working.

E. Other

Dolezal discussed licensing costs for AVL going forward. He stated that they have 26 currently, but are only using 24. They will bring 25 online soon and that will be eventually going to 20 with the addition of two civil cars. He would like to know who will pay for these kinds of requests going forward. There was discussion that some departments have paid for the initial costs up front and then the JECC has picked up the ongoing maintenance since they could budget for that in advance going forward. It was recommended that these additional software purchases for CAD Mobile and AVL be treated like additional radio purchases and budgeted for in advance. This will also be presented to the Policy Board at budget time for a final decision.

Dolezal stated that he would verbally make his future request now and then follow up in writing with Gary.

Motion by Dolezal; seconded by Hargadine to add two AVL licenses for the Civil cars.

VI. Other Business

- A. Additional comments from TAC-10 - None
- B. Additional comments from Racom - None
- C. Other

VII. Next JECC-UAC regular meeting: October 18, 2011, 9:00 a.m. at the JECC

VIII. Adjournment

- A. A motion to adjourn the meeting was made by Stannard and seconded by Hargadine. Motion carried. Meeting adjourned at 11:13 a.m.