

**Meeting of the STARCOMM Executive Board  
with Technical Committee  
July 13, 2016**

**STARCOMM Executive Board Members Present**

Tom Everett, Fire Chief, Sioux City  
Richard Headid, Police Chief, North Sioux City, South Dakota  
Dan Limoges, Sheriff, Union County  
Mark Monson, Designee, Woodbury County Board of Supervisors  
Judy Oberg, Director of Communications, Union County Sheriff's Department  
Scott Pack, Police Chief, Sergeant Bluff  
Bob Scott, Mayor, Sioux City  
Doug Young, Chair/Police Chief, Sioux City

**Absent**

Dave Drew, Sheriff, Woodbury County  
Tracy Ellinger, Communications Supervisor, South Sioux City/Dakota Co. LEC  
Chris Kleinberg, Sheriff, Dakota County  
Ed Mahon, Police Chief, South Sioux City, Nebraska  
Matthew Ung, Vice-Chairperson, Woodbury County Board of Supervisors

**STARCOMM Technical Committee Members Present**

Gary Brown, Director, Woodbury County Disaster & Emergency Services  
Joe Durham, General Manager, Electronic Engineering  
Paul Hansen, Electronic Engineering  
Scott Pack, Police Chief, Sergeant Bluff  
Glenn Sedivy, Director, Woodbury County Communications Center  
Michelle Skaff, Coordinator, Woodbury County Emergency Management

**Absent**

Mark Aesoph, Fire Marshal, Sioux City Fire Rescue  
Doug Bock, Network Manager, WCICC-IT  
Tony Carpenter, Calhoun Communications  
Don Groves, Jail, Woodbury County Sheriff's Dept  
Greg Koinzan, Police Officer, South Sioux City Police Department  
Roger Kriesler, Calhoun Communications  
Eric Larson, Electronic Engineering  
Scott Main, Electronic Engineering  
John Malloy, Information Services Director, WCICC-IT  
Lance Martin, Calhoun Communications  
John Obermeyer, Communications Technician, Sioux City Police Department  
Andrew Pattison, Electronic Engineering  
Ray Roggow, Emergency Manager, Union County  
Greg Stallman, Deputy, Woodbury County Sheriff's Dept  
Bob Welte, Director of Operations, Siouxland Paramedics

**Also Present**

Wendi Hess, Ops Supervisor, Woodbury County Communications Center

### Item 1 Call to Order

The July 13, 2016, meeting of the STARComm Executive Board was called to order at 1002 hours by Chairperson Doug Young. The meeting was held at The Security Institute, Western Iowa Tech campus.

### Item 2 Approve Minutes

The first order of business was to approve the minutes of the June 13, 2016, Special meeting.

A change was made to the minutes, top of Page 6, requested by Michelle Skaff. *"When the job positions split, it was Michelle's understanding that Emergency Services assists other counties with Fire and EMS calls"*. Michelle requested her statement be changed to read, *"Woodbury County"* rather than *"other counties."*

### Motion Item 2

**Tom Everett made a motion to approve the minutes of the July 13, 2016 special meeting as amended, seconded by Scott Pack; all voting aye, motion carried.**

### Item 3. Update on TDMA (Time Division Multiple Access)

Wendi participated in a webinar with the State of Iowa and learned changes were made to 911 legislation concerning funding for PSAP consolidation. Not only do 911 centers qualify, but radio systems, networks, etc., qualify as well. Wendi was informed by the State E911 Program Manager the TDMA project would fall within the guidelines of consolidation and the Comm Center can apply for up to \$200,000 for that project. Glenn will request permission from the 911 Services Board to apply for the \$200,000 grant from the State. The funds may only be used in Woodbury County and wouldn't affect any other projects for which 911 would apply. The deadline is end of July and would go before the State E911 Board for conditional approval at the August 11 meeting, which Glenn would like to attend, and contingent upon the Administrative Rules being adopted on September 13, 2016. If approved the \$200,000 would be funneled to the 911 Board and back to the users in Woodbury County in the percentages Sioux City, Woodbury County and Sergeant Bluff contribute to the STARComm budget.

Wendi mentioned there is \$4,400,000 in wireless carryover funds for consolidation efforts and must be applied for between July 1 and December 31. All 911 centers were able to apply for a grant for \$100,000. Last year \$100,000 in wireless carryover funds were applied for and used toward the new 911 system. Some small counties have more than one PSAP and consolidation is encouraged. End of year balance will be disbursed evenly with every 911 Center in the State.

**Bob Scott made a motion to recommend that Glenn, on behalf of the Woodbury County E911 Services Board, apply for a \$200,000 grant to apply toward TDMA, seconded by Mark Monson. All voting aye, motion carried.**

### Item 4. Continue Discussion Concerning Updating the Public Service Radio System Governance Agreement (STARComm By-laws) Section 6 – Cost-Sharing Agreement, Paragraph 2

Page 3, Paragraph 2 of the Governance Agreement reads, in part, "This cost-sharing arrangement applies to all operations of STARComm. The Woodbury County Emergency Management, 121 Deer Run Trail, Climbing Hill, Iowa 51015 shall pay any operating expenses of the System."

A motion was made at the June 13 meeting to table discussion concerning Section 6, Paragraph 2 of the Governance Agreement until the Emergency Management Commission met to discuss this topic, this in order to assist in determining whether a change in agencies is warranted concerning maintaining the STARComm budget and processing operating expenses of the System.

The Emergency Management Commission referred the matter back to the STARComm Board with the recommendation that Glenn and Wendi assume the task.

Glenn and Wendi indicated a willingness to do whatever the STARComm Board deemed appropriate.

Gary is willing to continue the task.

Michelle felt that applying for the State E911 grant funds for TDMA was an example of why budget management should fall within Communications and felt the scope and responsibilities are most appropriate with Communications.

Gary mentioned that joint grants between E911 Services Board and STARComm have been managed previously without difficulty and recommended the budget management remain the way it is, especially during the conversion and TDMA upgrade.

Doug Young expressed concern about added duties to Glenn and Wendi, which are not included in their job descriptions.

Wendi processes bills for the E911 Services Board due to 911 money being managed by the County has ties to the County Auditor's Office and City offices which is also not in her job description.

**Bob Scott made a motion to transfer the STARComm budget and management to the Woodbury County 911 Center (Glenn Sedivy and Wendi Hess) with Gary Brown and Michelle Skaff continuing with their agency participation as it relates to the STARComm system; seconded by Mark Monson. Seven Board members voting aye, Sheriff Dan Limoges voting nay, motion carried.**

Glenn will update the Governance Agreement by-laws and ensure proper signatures are obtained and State agencies receive the amendments. Originally Jim Abshier, former City Attorney, drafted the by-laws so Glenn will present it to the City Attorney for review, then County Attorney, and other jurisdictions attorneys as well prior to submitting to the governing representatives for signatures.

Waste Water Treatment Plant/STARComm Tower Use

The water tower on Maple and Stone Streets is being renovated. Water Plant personnel overlooked that the Waste Water Treatment Plant had antenna equipment on that tower which monitors the lift stations in the Morningside area; the antenna was removed from the tower to complete the renovation and they were unable to monitor what was going on with the lift stations in the Morningside area.

Glenn was on vacation and received an email requesting permission to utilize the WIT tower temporarily during the repainting process. He then spoke with STARComm Chair Doug Young and had a request sent via email to the Executive Board for emergency antenna relocation to the WIT Tower with assurance this would not interfere with STARComm operation as the WWTP operates on a 700 MHz band.

The Waste Water Treatment Plant contacted Calhoun Communications to complete the work. An antenna and coax, which was formerly for County Fire paging, was identified making the expense to the Waste Water Treatment plant minimal. An antenna was swapped out at 200 feet; the existing antenna was left intact, an antenna was installed, coax was connected and operation began in about an hour.

As soon as the water tower work is complete, the equipment will be relocated and the spare antenna reestablished. WWTP personnel were very appreciative of the Executive Board's authorization in this emergency situation.

#### Motorola/Statewide Radio

Gary informed the group that Motorola is planning a "kick-off" meeting some time in August or September to discuss joining the State system.

Outages will occur during the conversion and will depend on whether each side is converted individually or whether all sites are completed. Back-up resources will be discussed.

Motorola's attorney has not yet responded. The State's Attorneys were sent a colocation agreement and tower leases. They plan to do a site-by-site comparison and then consult with City and County attorneys and work through the site leases, which is the same procedure for any company requesting leasing. Woodbury County will be next to link to the State core and begin the conversion.

Joe Durham guessed the new radio console installation would occur in approximately two weeks and will then decide on a cut-over time. The consoles will definitely be ready when the State cuts over to the new system.

#### Leases

Schenkelberg Implement's lease for equipment on the AT&T Tower is canceled effective this week with a revenue loss of roughly \$4,500 a year; however, STARComm received another lease request for the East tower. A colocation agreement was sent to them for roughly \$400 a month. A tower study will have to be completed. Since a tower study will need to be completed for the State, Gary will attempt to combine the State study with the new lease tower study so only one study is done. Equipment will need to be added and the tower is at

maximum capacity according to the new standards. When the towers were built, they all had excess capacity, since then the standards for National Tower, a tower rating group, changed, which eliminated excess capacity. A tower study is necessary before any new additions. Upgrades will be necessary for the east tower as the State is requesting to install a microwave dish.

#### TDMA Grant

Doug Young inquired how the \$200,000 grant for TDMA would affect the CIP, reprogramming of funds. Bob Scott mentioned the City Manager is aware the Executive Board approved the request to apply for the grant and felt there would be no issue with Council.

After the June 6 Study Session presentation, in an email July 7, Donna Forker, City Manager Bob Padmore and City Attorney Nicole DuBois met about whether reallocation of funds should be approved and ensure the correct process was taken. Bob Scott had spoken with them after July 7 and iterated assurance.

Motorola provided a 90-day window to be informed of the City's/Board's intentions for TDMA. Doug instructed Gary to inform Motorola of the City's progress.

Motorola had sent Gary a letter of intent to be signed and returned indicating the Board's intentions to move forward so their engineers may begin the final phase.

Tom Everett indicated he's comfortable with moving forward as the Mayor gave his nod of approval on behalf of Council.

**Bob Scott made a motion to authorize Chairman Young to sign the letter of intent authorizing Motorola to proceed with installation of the ISICS components at the STARComm sites; seconded by Tom Everett. All voting aye, motion carried.**

Authorizing Motorola to proceed with the installation will be added to the Council Agenda for the Monday, July 18 meeting.

Gary will make Motorola aware they will receive a firm answer Monday, July 18.

#### Radios

Joe Durham informed the group that if new radios are purchased through the shop, they will be ordered with TDMA and set up in the shop.

A firmware upgrade may be possible to convert some of the existing equipment to TDMA, only feasible if the cost is minimal; however, Joe Durham stated if the radio is XTL or XTS, it will soon be non-supported.

Gary mentioned a desire to reassign some radios from police, fire, and sheriff to volunteer, rural fire and ems. The radios will still function on the new system, but without TDMA will take two channels or talk paths.

Scott pack would like two hand-helds for Sergeant Bluff as they are not replacing in-car radios or base stations for now.

Gary suggested applying again next year for another \$200,000 if funds are available. After the deadline of December 31, 2016, available funding for 2017 will be better known.

#### Gratitude

Tom Everett thanked Gary and his staff for the management of the STARComm budget and all related duties. He commended Gary on a great job and extended his appreciation. Tom mimicked the Mayor's hope for all parties to work together moving forward. Transfer of the budget duties was merely a matter of assigning the most appropriate entity.

Gary mentioned it may take several months to transition.

#### Adjourn

**Tom Everett made a motion to adjourn, seconded by Rich Headid. Motion carried; meeting adjourned at 1037 hours.**