

**Meeting of the STARCOMM Executive Board
with Technical Committee
October 10, 2018**

STARCOMM Executive Board Members Present

Richard Headid, Police Chief, North Sioux City, South Dakota
Ed Mahon, Police Chief, South Sioux City, Nebraska
Rex Mueller, Police Chief, Sioux City
Scott Pack, Police Chief, Sergeant Bluff
Bob Scott, Mayor, Sioux City
Todd Wieck, Deputy Sheriff, Designee Woodbury County Sheriff

Absent

Sara Beatty, Communications Center Director, Union County
Rocky De Witt, Supervisor, Woodbury County Board of Supervisors
Dave Drew, Sheriff, Woodbury County
Tom Everett, Fire Chief, Sioux City
Chris Kleinberg, Sheriff, Dakota County
Dan Limoges, Sheriff, Union County

STARCOMM Technical Committee Members Present

Gary Brown, Director, Woodbury County Disaster & Emergency Services
Stacy Geesaman, Electronic Engineering
Wendi Hess, Communications Center Ops Supervisor, Woodbury County
John Obermeyer, Communications Technician, Sioux City Police Department
Terry McElroy, Electronic Engineering
Scott Pack, Police Chief, Sergeant Bluff
Glenn Sedivy, Director, Woodbury County Communications Center

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 Department
Paul Hansen, Electronic Engineering
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
Andrew Pattison, Electronic Engineering
Ray Roggow, Emergency Manager, Union County
Greg Stallman, Deputy, Woodbury County Sheriff's Department

Item 1 Meeting Called to Order

The October 10, 2018 STARComm Executive Board Meeting was called to order by Acting Chairperson Rex Mueller at 1006 hours.

Item 2 Approve Minutes of July 11, 2018 Meeting

Bob Scott made a motion to approve the minutes of the July 11, 2018 meeting, seconded by Scott Pack. All voting aye, motion carried.

Item 3 Update on Radio Programming

North Sioux Police, Union County and Sioux City Fire radio reprogramming is scheduled to occur November 26; these groups are not as complicated as encrypted talk groups are not used. All law enforcement using encrypted talk groups will begin reprogramming November 27. It is necessary to change radio talk group ID's as well as the encryption common key reference (CKR) number location inside the radio to comply with the new State requirements; this will enable interoperability between encrypted talk groups state wide. For example, if Woodbury County needed to communicate with Plymouth and Monona on one of their secure talk groups there will be a slot in the radio to input their CKR number. Multiple encryption types are only possible if every County has a different CKR number. The preferred site has to be programmed into the radios as well. STARComm is site 19. Every site in the State has a number associated with it. Starcomm is a simulcast system, all tower sites are considered Site 19, which will need to be programmed as the preferred site in every portable or the radios will receive communications from a bordering county with a different site number and could migrate from Site 19. All talk groups are associated with Site 19 as the preferred site; all Comm Center control stations and back up centers must be set to site 19 so they never migrate off.

Radio Manager/WiFi Reprogramming

Six hundred Radio Manager licenses were purchased with the Danbury site which will go into all the new Apex handheld radio purchased for Woodbury County. This software will allow radios to be programmed using the City/County WiFi network. The City's IT Department, under John Malloy, programmed all the City and County WiFi hot spots with a log in to be able to use the WiFi functions of the portable radios. North Sioux Police will be able to drive to Fire Station 8, 3829 W 19th Street, and log into WiFi to program radios.

CPS software was purchased for STARComm years ago; for every CPS license, 100 free Radio Manager licenses were available. Those licenses will be used in South Sioux City and Dakota County. Greg Koinzen will load the licenses, assign South Sioux City City Hall, LEC and Courthouse to the WiFi hot spots. Motorola will be shipping us two licenses for server base, one for Dakota County and one for Woodbury County. Any City or County facility equipped with WiFi will enable radio programming. The mobiles are not WiFi capable and will have to be manually programmed.

The new Apex radios require firmware updates, which takes about 15 minutes per radio: 5 minutes to load and 10 to update. This requires physically touching each radio. Comm Center, backup center and WC Disaster Services mobiles have been firmware updated. The remaining agencies have been scheduled. Once firmware is updated, programming the last week of November will go quickly.

Item 4 AT&T Tower Lease Amendment on the STARComm West Tower – Update
AT&T third lease amendment was completed a month ago. Glenn then received a request to change hardware on the tower which included yet another engineering study; this was not part of the third amendment. The City and County attorney requested and drafted a fourth amendment because of the additional drawings, even though tower loading is not changing. This amendment was sent to AT&T for review. Since loading is not changing, no additional revenue will be assigned. Glenn recommended the STARComm Board approve the fourth amendment after City and County attorneys agree to move forward. Another County public hearing will be required, as well as a public hearing with City Council, then back to the Sioux City School Board for their approval.

Motion Item 4

A Motion was made by Ed Mahon to approve the AT&T Tower Lease Fourth Amendment, subject to approval by City and County Attorneys, so Glenn may move forward with Public hearings with Woodbury County and City Council and obtain Sioux City School Board approval, seconded by Richard Headid. All voting aye; motion carried.

AT&T is considering an upgrade to the Homer site in about 6 months.

AT&T Lease Payments

Wendi mentioned that AT&T has still not submitted payment for the third amendment to the lease for upgrades which amount to \$475 per month; this was mentioned at the July 11 meeting as well.

Item 5. Approve Proposed US Cellular Lease on WIT Tower

US Cellular would like to lease space on the WIT Tower. Roughly 6 years ago they began the process, then decided to withdraw and pulled their application. They have reapplied and submitted paperwork to begin the process to install a cellular site at this location. A draft lease had been to the City and County attorneys and returned. The lease was then resubmitted, red lined by US Cellular attorneys wanting to change the entire lease format. City and County rejected the revised lease and indicated only the standard lease would be allowed. Should the lease be authorized, the lease payment would be \$1,650 per month, which is standard for this type of STARComm tower lease. The WIT site is an urban renewal location which requires City Council and public hearings, WIT Board of Director approval, as well as County Supervisor approval, prior to STARComm Board approval. Glenn recommended the STARComm Board approve the lease contingent on City and County approving the lease verbiage so Glenn may move forward with public hearings and WIT Board approval, which could potentially take 6 months.

Motion Item 5

Bob Scott made a motion to approve the US Cellular lease to install a cellular site on the WIT Tower, contingent on City and County Attorneys finalizing and approving the lease verbiage, so Glenn may move forward with City and County public hearings and WIT Board approval consideration, seconded by Ed Mahon. All voting aye; motion carried.

Glenn mentioned AT&T is considering leasing space on the North High Tower which would only involve the City of Sioux City.

Item 6. Open Items

Sioux City Police

An active shooter drill will take place at North High School, which will include multiple agencies. Command and control communications will be evaluated. The media will be staged in a designated area. PD will be guarded about tactics which will occur inside the building. The drill will include drone use.

PD would like an emergency operations plan from schools to develop reunification areas involving getting students, teachers and staff to an interview area and then quickly united with their families.

STARComm Finance/Budget

STARComm Revenue Reports

Wendi submitted revenue reports. Since the July meeting, Motorola had not submitted an invoice; an invoice has since been processed, however, a new invoice has not yet been received; the account is perpetually in arrears and the budget not accurately reflected. Glenn contacted Motorola.

Tax Exempt Status

Wendi contacted the South Dakota and Nebraska Departments of Revenue to determine STARComm tax exempt status for work performed in those states, specifically by Cummins and Motorola. South Dakota immediately sent Wendi an exemption certificate. Nebraska indicated no exemption allowed unless being paid in Nebraska. Wendi will forward the explanation for the group to view.

Danbury Site Construction

Danbury site materials have been delivered ahead of schedule. The project manager hoped to have the site operational before the first of the year.

Alarm Systems at Tower Sites

The Comm Center currently monitors intrusion, smoke, tower light, and other alarm systems at tower sites. In the future those alarms will be monitored by Midwest and Motorola.

Item 7 Adjourn

Rex Mueller made a motion to adjourn, seconded by Scott Pack. All voting aye, meeting adjourned at 1033.