



Quad City P25 Radio Project



**QC P25 Intergovernmental Advisory Group Meeting
Zoom Call Information
Join Zoom Meeting
<https://us02web.zoom.us/j/81106507656?pwd=SnB2a2d2VGFDelZISks3QlJuZVRLQT09>**

Meeting ID: 811 0650 7656

Passcode: 980353

Dial in number: +1 312 626 6799 US (Chicago)

Wednesday, Sept 23, 2020 (2:00 p.m.–4:00 p.m.)

MEETING AGENDA

1. Roll Call of Board Members
2. Approval of the August 26, 2020 Minutes
3. Discussion & Approval of By-Laws
4. Discussion on Talk Groups
5. Discuss Policies for System Operation
6. Public Comment
7. Next Meeting- **Wednesday, October 28, 2020 at 2:00 p.m.**
8. Adjournment:



Quad City P25 Radio Project



MINUTES (for approval) QC P25 INTERGOVERNMENTAL ADVISORY GROUP WEDNESDAY, AUGUST 26, 2020, 2:00 P.M.

Appointed Members present: Steve Seiver, Jeff Snyder, Darren Hart, Steve Knorrek, Linda Frederiksen, Tracey Sanders, & Shawn Roth via ZOOM.

Others Present: Mark VanKlaveren, Dave Donovan, Sam Fleege, Jason Cook, Dave Kaun, Mike Day, & Paul Andorf via ZOOM.

Chair Hart called the meeting to order at 2:08 P.M. Roll call was completed.

Moved by Co-Chair Sanders, seconded by Knorrek, approval of the Minutes of the July 21, 2020, QC P25 Intergovernmental Advisory Group. All ayes.

Chair Hart discussed the topic of By-Laws. Chair Hart advised for the group to look over changes requested during the July meeting. If further changes are necessary and/or requested, an email chain to board members will follow. Further discussion and voting on the By-Laws was moved to the next meeting scheduled for September.

Chair Hart discussed the topic of talk groups on the new P25 system. The group discussed at length what talk groups or fleet mapping could potentially look like. Things discussed were encrypted vs non-encrypted, the difference between talk groups and banks, and working with the agencies to consolidate the list of talk groups currently in use, if necessary.

It was discussed between the members that T. Steele Construction won both bids for the new tower construction.

No public comments.

The next meeting is scheduled for Wednesday, September 23, 2020, at 2:00 P.M.

Moved by Frederiksen, seconded by Roth for adjournment of the meeting at 3:06 P.M.

These minutes are subject to approval at the next regularly scheduled meeting.



Quad City P25 Radio Project



Rock Island County, IL

Respectfully submitted by,

A handwritten signature in cursive script that reads 'Jason W. Cook'.

Jason W. Cook
SECC Administrative Assistant

P25 Iowa Illinois Advisory Group By-Laws

Article 1. – Purpose

These By-Laws are for the Governance of the P25 Iowa Illinois Advisory Group, which was established pursuant to an Intergovernmental Agreement mutually executed by the Parties on June 4, 2019. The participating entities are Scott County Emergency Communication Center and the Illinois P25 Working Group. These groups have and continue to work together to design, build and operate a system of emergency communications radio towers. The primary use of the P25 Emergency Radio System is to provide comprehensive emergency radio coverage within Scott and Rock Island Counties and support the public safety activities of police, fire, EMS, dispatch, and other emergency services in Scott County, Iowa and Rock Island County, Illinois. The participating entities desire to govern the P25 Emergency Radio System to provide for network services, planning, funding, and operation for the benefit of the participating entities, such that it results in the development, implementation and management of consistent, collaborative policies, and processes.

The participants also wish to have the ability to contract for system management assistance, maintenance, upgrades, capital improvements, and technical advisory services to be funded per the intergovernmental agreement signed by the member organizations.

Article 2. – Meetings, Membership, Voting, and Quorum

- A. Meetings:** Meetings shall be held at least quarterly to decide matters relative to the P25 Emergency Radio System. Regular meetings shall be on the Fourth Wednesday of January, April, July, and October and/or at other times as deemed necessary. Meetings may be cancelled or rescheduled by a majority vote of all Board Members present in a quorum at a given meeting. Emergency meetings and meetings conducted virtually shall be scheduled by the Board Chairpersons in accordance with the laws governing the notice and holding of such meetings of the respective states.
- B. Meeting Notification:** The Iowa Illinois P25 Advisory Group meetings are public meetings and meeting notices shall be posted as required in Iowa for SECC and in Illinois for the Illinois P25 Working Group. In addition, the P25 Iowa Illinois Advisory Group meeting organizer shall post the meeting notice as required by the state in which the meeting will be held. Other local governments and agencies which are a part of P25 Emergency Radio System, but are not members of the P25 Iowa Illinois Advisory Group, shall receive meeting information and may attend open meetings.
- C. Voting/Quorum:** To be considered adopted, motions of the P25 Iowa Illinois Advisory Group must be approved by a majority of the Iowa members AND a majority of the Illinois members. Therefore, a quorum shall consist of a majority of the Iowa members

AND a majority of the Illinois members. For matters that only impact infrastructure physically located in Iowa or only impact infrastructure physically located in Illinois, only a majority of those members in which the state where the matter is located must approve the motion, and therefore constitute a quorum. Such an allowance does not apply to changing any of the requirements, provisions, or terms and conditions of the Intergovernmental agreement for the Construction of an Integrated P25 Emergency Radio Tower System in Rock Island County, Illinois and Scott County, Iowa OR for matters effecting the P25 Emergency Radio System as a whole. If there is matter addressed or motion passed by the majority of members from only one state, and the other members of the P25 Iowa Illinois Advisory Group object to the passed motion, it can be repealed by a majority of the Iowa members AND a majority of the Illinois members.

D. Membership: Four (4) Board Members or appointees of the Scott Emergency Communications Center (SECC) Board will serve as the Iowa members of the P25 Advisory Board and four (4) members or appointees of the Illinois P25 Working Group will serve as the Illinois members of the P25 Iowa Illinois Advisory Group. Each state shall also appoint an alternate to attend and vote in the absence of one of the appointed members. Only the SECC Board has authority to rescind membership authorization over the Iowa delegates, and only a majority vote of the Illinois P25 Working Group shall provide authority to rescind membership authorization over the Illinois delegates on the P25 Iowa Illinois Advisory Group.

Article 3- Officers

Co-Chairs of the P25 Iowa Illinois Advisory Group shall be chosen by representatives of the Board at the first meeting held in January of even numbered years. The Co-Chairs shall assume their roles in the next regularly scheduled meeting of the Board after they are chosen. These officers shall represent each state portion. The Co-Chairs or any member presiding over the Board may vote and make or second motions.

Article 4 – Board Activities, Responsibilities

The P25 Iowa Illinois Advisory Group shall have an advisory position on matters concerning construction, finance, operations or maintenance of the P25 Emergency Radio System and that the relationship and obligations of the Parties exists pursuant to the Intergovernmental Agreement entered into between SECC and the Illinois P25 Working Group. Such authority may include, but is not limited to, the following:

- i. Establishing by-laws
- ii. Establishing Advisory Committees
- iii. Adopting Network User Rules and Fees
- iv. Adopting a long-term maintenance and use plan
- v. Adopting a disaster recovery plan
- vi. Adopting an operating manual
- vii. Contracting for services that benefit the system

- viii. Tracking equipment and parts inventory and system depreciation and replacement schedules.
- ix. Tracking ongoing vendor agreements, support, warranties, and specification sheets
- x. Developing processes to purchase system equipment and radios collectively to ensure compatibility and favorable pricing

Article 5 – Amendments

These By-Laws may be amended at any meeting of the Iowa Illinois P25 Advisory Group by a majority vote of the Iowa AND Illinois members of the Board, provided that the proposed amendment has been sent to all participating entities of the P25 Emergency Radio System at least five (5) days prior to such meeting. If an amendment is proposed at a meeting, voting on such amendment may not take place until the next meeting

Article 6 - Conflicts

To the extent that any conflict arises between these By-Laws and the Intergovernmental Agreement for the Construction of an Integrated Emergency Radio Tower System in Rock Island County, Illinois and Scott County, Iowa, including any amendments to such Agreement, the terms of the Agreement shall govern.

Passed this _____ Day of _____, 2020.

Darren Hart

Illinois Co-Chair

Tracey Sanders

Iowa Co-Chair