



**Joint Emergency Communications Services Association Policy Board
Friday, March 26, 2010 – 8:00 a.m.
Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa**

**Agenda
REVISED on 3/23/2010**

1. Call to order; recognize alternates.
2. Approval of minutes from the February 26, 2010 meetings.
3. Comments from the public.
4. Update from User Advisory Committee.
5. Action to approve and discussion of JECC Initial Terms of Employment.
6. Action to approve and discussion of JECC Employee Handbook.
7. Action to approve bylaws.
8. Action to approve purchase of Automatic Vehicle Locate system from SMART and software contract with GeoComm, Inc.
9. Action to approve change order with Dascom.
10. Discussion of agenda for April 23, 2010 Policy Board meeting.
11. Discussion to determine if the current JECSA Policy Board meeting time is working with Board members schedules.
12. Action to approve Cost Reimbursement Agreement with City of Iowa City and Johnson County.
13. Other business.
14. Adjournment.



**Joint Emergency Communications Services Association Policy Board
Friday, March 26, 2010
Immediately following the JECSA Policy Board Meeting
Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa**

**Agenda
Executive Session**

1. Review of **Evaluation and goal setting of the following:** (possible executive session to evaluate the professional competency of individuals whose appointment, hiring, performance, or discharge is being considered)/discussion.
 - A. Joint Emergency Communications Center Executive Director.**
2. Adjournment.



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March 12, 2010

Policy Board Members
Joint Emergency Communications
Services Association of Johnson County

RE: Agenda for March 26, 2010
Executive Summary

Dear Policy Board Members:

I am writing to provide an executive summary of the initial terms of employment, the employee handbook, and bylaws. I am also enclosing a change order for the purchase of digital media repeaters from Dascom.

The initial terms of employment and the employee handbook attempt to combine the best of both the City of Iowa City's and Johnson County's collective bargaining agreements and policies and procedures. This task is difficult. Ultimately, these issues are policy decisions to be made by the Policy Board. Accordingly, these drafts are only a starting point for discussions.

Agenda Item #5 – Initial Terms of Employment

The Initial Terms of Employment sets forth wages and benefits of the employees. It incorporates the relevant provisions of the respective collective bargaining agreements. It covers wages and benefits, including wage rates, overtime/compensatory time, seniority, longevity pay, insurance benefits (including medical, dental, life, and long-term disability insurance), holiday pay, jury duty, personal days, sick leave, funeral leave, and vacation.

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If the future employees of JECSA decide to be represented by a union, negotiations can proceed in the second half of 2010. The negotiations could be completed by January 2011. Any future collective bargaining negotiations will be about the issues addressed in the initial terms of employment. Any collective bargaining agreement would take effect July 1, 2011.

Agenda Item #6 – Employee Handbook

The Employee Handbook outlines the general employment information and policies that are usually not contained in a collective bargaining agreement. Any future collective bargaining negotiations will probably not involve the issues in the Employee Handbook.

Agenda Item #7 – Bylaws

The 28E Agreement requires JECSA to adopt bylaws. The bylaws provide for the management and operation of JECSA. The bylaws establish policies and procedures that are understandable, workable, and consistent with the provisions of the 28E Agreement and Iowa law. To be adopted, all members of the Policy Board must approve and sign copies of the bylaws.

Agenda Item #8 – Automatic Vehicle Locate System

The Additional Options Purchase for automatic vehicle locate systems from SMART Public Safety Software, Inc. and an Executive Summary will be provided in a supplement by March 20, 2010.

Agenda Item #9 – Digital Media Repeaters

The distance of certain equipment requires a boost in the signal. The equipment in Change Order No. 1 will purchase the digital media repeaters needed to boost the signal. The cost of Change Order No. 1 for Dascom is \$4,025.00. Emergency Management will pay for this change order. The Elert & Associates recommends approval of the change order.

Very truly yours,



Jeffrey A. Stone

JAS/mc

ENCLOSURES—

System Options Purchase for an AVL System from SMART Public Safety Software, Inc.
Change Order for the purchase of Digital Media Repeaters from Dascom.