

**Joint Emergency Communications Services Association Policy Board
Friday, December 17, 2010 – 8:00 a.m.
Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa**

AGENDA FOR ANNUAL MEETING

1. Call to order; recognize alternates.
2. Action to approve minutes of November 22 and December 4, 2010, Policy Board meetings.
3. Comments from public.
4. Update from User Advisory Committee Meeting.
5. Update on P-25 System and discussion of acceptance procedure.
6. A public hearing to approve Resolution 2010-09 setting the levy rate and approving the operating budget for the Fiscal Year 2012.

This public hearing is the second of two hearings on the FY2012 budget. Detailed information on the budget is available from the Executive Director.

7. Other business.
8. Consider a Motion to Adjourn to Executive Session to evaluate the professional competency of an individual whose appointment or hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session pursuant to Iowa Code section 21.5(1)(i).
9. Election of Chairperson and Vice Chairperson.
10. Consider a Motion to Adjourn the meeting.

Joint Emergency Communications Services
Association of Johnson County
4529 Melrose Avenue
Iowa City, Iowa 52246

Compiled Financial Statements

One Month and Five Months Ended November 30, 2010

Prepared by:

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To the Policy Board
Joint Emergency Communications Services Association of Johnson County

We have compiled the accompanying statement of net assets and the statement of activities of Joint Emergency Communications Services Association of Johnson County, as of and for the one and five months ended November 30, 2010, which collectively comprise the Association's basic financial statements as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures and statement of cash flows required by generally accepted accounting principles. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Association's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The budgetary comparison information, on pages 5 and 6, is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have compiled the supplementary information from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

Management has not presented the management's discussion and analysis information that the Governmental Accounting Standards Board has determined is required to supplement, although not required to be a part of, the basic financial statements.

We are not independent with respect to Joint Emergency Communications Services Association of Johnson County.

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LATTA, HARRIS, HANON & PENNINGROTH, L.L.P.

December 15, 2010

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**JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
STATEMENT OF NET ASSETS**

As of November 30, 2010

ASSETS

Current Assets:	
Checking	\$ 3,011,865.21
Total Current Assets	<u>3,011,865.21</u>
Property, Plant and Equipment	
Land	50,125.00
Building	5,297,026.09
Equipment	<u>15,184,966.05</u>
Total Property, Plant and Equipment Cost	20,532,117.14
Less: Accumulated Depreciation	<u>(886,730.86)</u>
Net Property Plant and Equipment	19,645,386.28
Other Assets	
Equipment Levy Proceeds Held by Johnson County	<u>1,422,223.00</u>
Total Assets	<u><u>\$ 24,079,474.49</u></u>

LIABILITIES

Current Liabilities:	
Accounts Payable	\$ 2,483,186.91
Payroll Taxes Payable	35,055.45
IPERS Payable	13,000.69
Deferred Compensation Plan Payable	830.00
Paid Time Off Accrued	<u>286,089.82</u>
Total Current Liabilities	<u>2,818,162.87</u>
Total Liabilities	<u>2,818,162.87</u>

NET ASSETS

Net Assets	<u>21,261,311.62</u>
Total Net Assets and Liabilities	<u><u>\$ 24,079,474.49</u></u>

See accountant's compilation report.

**JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
STATEMENTS OF ACTIVITIES
One Month and Five Months Ended November 30, 2010**

	<u>November</u>	<u>July - November</u>
Operations Budget Levy Proceeds	-	936,180.00
Operating Expenses:		
Salaries and Benefits	230,404.19	924,546.56
Contractual Services		
Maintenance and Repair Services		
Software	-	2,703.65
Hardware	1,063.00	1,563.00
Building	89.00	20,368.42
Grounds	977.00	2,769.85
Janitorial Services	1,843.32	8,585.31
Other Charges	-	9,081.50
Total Maintenance and Repair Services	<u>3,972.32</u>	<u>45,071.73</u>
Miscellaneous Contractual Svcs		
Software Purchases	-	795.00
Refuse Disposal Serv.	80.00	469.96
Pest Control Serv.	-	100.00
Fire Extinguishers	450.00	450.00
Consultant and Legal Services	20,061.90	106,202.69
Accounting	6,443.19	14,776.93
Insurance	-	9,831.00
Miscellaneous Contractual Svcs	<u>2,025.00</u>	<u>2,025.00</u>
Total Miscellaneous Contractual Svcs	<u>29,060.09</u>	<u>134,650.58</u>
Total Contractual Services	33,032.41	179,722.31
Commodities-Supplies/Materials		
Office Supplies	662.18	4,681.00
Uniforms	-	2,889.00
Books & Publications	-	3,065.36
Subscriptions	1,955.85	5,145.80
Minor Equipment/Tools	-	3,428.42
Building M&R Materials	-	49.97
Mechanical M&R	-	75.00
Total Commodities-Supplies/Materials	<u>2,618.03</u>	<u>19,334.55</u>
Other Charges		
Utilities		
Electricity	3,921.98	24,965.36
Water & Sewer	68.33	241.90
Total Utilities	<u>3,990.31</u>	<u>25,207.26</u>

See accountant's compilation report.

**JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY**

STATEMENTS OF ACTIVITIES

One Month and Five Months Ended November 30, 2010

	November	July - November
Travel and Training		
Meals/Lodging Expenses	1,769.10	4,397.24
Training, Conferences, Travel	2,440.12	4,301.62
Mileage	463.50	463.50
Total Travel and Training	4,672.72	9,162.36
Communication/Telecommunication		
PRI Circuit-Iowa Telecom	1,691.47	4,274.37
Long Distance-Iowa Telecom	84.96	265.82
Internet-Iowa Telecom	2,380.00	5,950.00
Phone Service Analog - Iowa Telecom	254.58	594.85
Cellular Phone Services	200.00	1,406.04
State IOWA/NCIC Connection	-	35,874.00
Qwest 911 Service	-	23.28
Total Communication/Telecommunication	4,611.01	48,388.36
Communication-Postage & Mailing	-	90.80
Total Other Charges	13,274.04	82,848.78
Annual Maintenance		
ShoreTel Annual Maintenance	6,412.92	6,412.92
UPS & Liebert A/C Unit	-	17,108.00
Total Annual Maintenance	6,412.92	23,520.92
Rental and Leases		
Equipment Lease/Dispatch Copier	216.53	1,263.41
Equipment Lease w/ Cost Share	152.30	950.32
Solon Tower Site Lease	1,664.00	6,656.00
Property Taxes - Tower Sites	-	46.00
Plotz Tower Site Lease	-	2,000.00
Total Rental and Leases	2,032.83	10,915.73
Capital Outlay		
Computer Equipment	-	1,813.25
Furniture & Fixtures	446.19	5,965.69
Radio Equipment	85,220.00	281,104.50
Total Capital Outlay	85,666.19	288,883.44
Depreciation Expense	177,860.59	886,730.86
Total Operating Expenses	551,301.20	2,416,503.15
Net Operating Income	(551,301.20)	(1,480,323.15)
Non-Operating Revenue		
Interest Income	1,324.91	6,691.63
Pop Fund Revenue	70.07	239.38
Total Non-Operating Revenue	1,394.98	6,931.01
Change in Net Assets	\$ (549,906.22)	\$ (1,473,392.14)

See accountant's compilation report.

**JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY**

**Schedule I - Budgetary Comparison
Five Months Ended November 30, 2010**

	Actual	Budget	Variance (\$)	% of Budget
Revenues:				
Operations Levy Proceeds	\$ 936,180.00	\$ 2,283,364.00	(1,347,184.00)	41.0%
COPS Technology Grant	-	125,000.00	(125,000.00)	0.0%
Total Revenues	936,180.00	2,408,364.00	(1,472,184.00)	38.9%
Operating Expenses:				
Salaries and Benefits	924,546.56	1,984,606.00	(1,060,059.44)	46.6%
Contractual Services				
Maintenance and Repair Services				
Software	2,703.65	-	2,703.65	
Hardware	1,563.00	-	1,563.00	
Building	20,368.42	6,800.00	13,568.42	299.5%
Grounds	2,769.85	9,000.00	(6,230.15)	30.8%
Janitorial Services	8,585.31	14,000.00	(5,414.69)	61.3%
Mechanical	-	3,000.00	(3,000.00)	0.0%
Other Charges	9,081.50	-	9,081.50	
Total Maintenance and Repair Services	45,071.73	32,800.00	12,271.73	137.4%
Miscellaneous Contractual Svcs				
Software Purchases	795.00	7,000.00	(6,205.00)	11.4%
Voice and Data Cons.	-	300.00	(300.00)	0.0%
Refuse Disposal Serv.	469.96	2,400.00	(1,930.04)	19.6%
Pest Control Services	100.00	1,200.00	(1,100.00)	8.3%
Onsite Training Services	-	3,000.00	(3,000.00)	0.0%
Fire Extinguishers	450.00	250.00	200.00	180.0%
Consultant and Legal Services	106,202.69	60,000.00	46,202.69	177.0%
Accounting	14,776.93	-	14,776.93	
Insurance	9,831.00	-	9,831.00	
Miscellaneous Contractual Svcs	2,025.00	-	2,025.00	
Total Miscellaneous Contractual Svcs	134,650.58	74,150.00	60,500.58	181.6%
Total Contractual Services	179,722.31	106,950.00	72,772.31	168.0%
Commodities-Supplies/Materials				
Forms and Stationery	-	9,230.00	(9,230.00)	0.0%
Office Supplies	4,681.00	5,000.00	(319.00)	93.6%
Custodial Supplies	-	600.00	(600.00)	0.0%
Uniforms	2,889.00	5,000.00	(2,111.00)	57.8%
Books & Publications	3,065.36	800.00	2,265.36	383.2%
Subscriptions	5,145.80	250.00	4,895.80	2058.3%
Audiovisual Supplies	-	600.00	(600.00)	0.0%
Pre-employment Testing	-	1,500.00	(1,500.00)	0.0%
Small Equipment and Tools	3,428.42	3,400.00	28.42	100.8%
Building M&R Materials	49.97	-	49.97	
Electrical M&R Materials	-	900.00	(900.00)	0.0%
Mechanical M&R	75.00	5,000.00	(4,925.00)	1.5%
Com. M&R Parts	-	8,694.00	(8,694.00)	0.0%
Gas/Diesel Private Co	-	900.00	(900.00)	0.0%
Total Commodities-Supplies/Materials	19,334.55	41,874.00	(22,539.45)	46.2%
Other Charges				
Utilities				
Electricity	24,965.36	20,000.00	4,965.36	124.8%
Water and Sewer	241.90	2,000.00	(1,758.10)	12.1%
Propane Gas	-	900.00	(900.00)	0.0%
Diesel Fuel (back-up power)	-	3,000.00	(3,000.00)	0.0%
Total Utilities	25,207.26	25,900.00	(692.74)	97.3%
Travel and Training				
Meals and Lodging	4,397.24	3,000.00	1,397.24	146.6%
Training, Conferences and Travel	4,301.62	10,000.00	(5,698.38)	43.0%
Mileage	463.50	-	463.50	
Total Travel and Training	9,162.36	13,000.00	(3,837.64)	70.5%

See accountant's compilation report.

JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
Schedule I - Budgetary Comparison
Five Months Ended November 30, 2010

	Actual	Budget	Variance (\$)	% of Budget
Communication/Telecommunication				
PRI Circuit-Iowa Telecom	4,274.37	10,000.00	(5,725.63)	42.7%
Long Distance-Iowa Telecom	265.82	2,500.00	(2,234.18)	10.6%
Internet-Iowa Telecom	5,950.00	14,400.00	(8,450.00)	41.3%
Phone Serv. Analog - Iowa Telecom	594.85	2,500.00	(1,905.15)	23.8%
Cellular Phone Services	1,406.04	3,600.00	(2,193.96)	39.1%
State IOWA/NCIC Connection	35,874.00	59,321.00	(23,447.00)	60.5%
Qwest 911 Service	23.28	-	23.28	
Total Communication/Telecommunication	<u>48,388.36</u>	<u>92,321.00</u>	<u>(43,932.64)</u>	<u>52.4%</u>
Communication - Postage and Mailing				
USPS and Mailing Services	90.80	2,150.00	(2,059.20)	4.2%
Dues and Memberships				
Dues and Memberships	-	3,050.00	(3,050.00)	0.0%
Total Other Charges	<u>82,848.78</u>	<u>136,421.00</u>	<u>(53,572.22)</u>	<u>60.7%</u>
Annual Maintenance				
ShoreTel Annual Maintenance	6,412.92	6,500.00	(87.08)	98.7%
SPAM Filter Software	-	99.00	(99.00)	0.0%
Antivirus Software	-	2,500.00	(2,500.00)	0.0%
Backup Software	-	5,000.00	(5,000.00)	0.0%
Digicert SSL Certificate	-	250.00	(250.00)	0.0%
S2HID Card and OnSSI Camera	-	3,195.00	(3,195.00)	0.0%
UPS & Liebert A/C Unit	17,108.00	11,250.00	5,858.00	152.1%
Total Annual Maintenance	<u>23,520.92</u>	<u>28,794.00</u>	<u>(5,273.08)</u>	<u>81.7%</u>
Rental and Leases				
Equipment Lease/Dispatch Copier	1,263.41	3,600.00	(2,336.59)	35.1%
Equipment Lease w/ Cost Share	950.32	-	950.32	
Solon Tower Site Lease	6,656.00	-	6,656.00	
Property Taxes - Tower Sites	46.00	-	46.00	
Plotz Tower Site Lease	2,000.00	-	2,000.00	
Total Rental and Leases	<u>10,915.73</u>	<u>3,600.00</u>	<u>7,315.73</u>	<u>303.2%</u>
Capital Outlay				
Computer Equipment	1,813.25	20,000.00	(18,186.75)	9.1%
Furniture & Fixtures	5,965.69	-	5,965.69	
Radio Equipment	281,104.50	-	281,104.50	
Spares/Replacements/Supplies	-	5,000.00	(5,000.00)	0.0%
Total Capital Outlay	<u>288,883.44</u>	<u>25,000.00</u>	<u>263,883.44</u>	<u>1155.5%</u>
Depreciation Expense	886,730.86	-	886,730.86	
Total Operating Expenses	<u>2,416,503.15</u>	<u>2,327,245.00</u>	<u>89,258.15</u>	<u>103.8%</u>
Net Operating Income	<u>(1,480,323.15)</u>	<u>81,119.00</u>	<u>(1,561,442.15)</u>	<u>-1824.9%</u>
Non-Operating Revenue				
Interest Income	6,691.63	-	6,691.63	
Pop Fund Revenue	239.38	-	239.38	
Change in Net Assets	<u>\$ (1,473,392.14)</u>	<u>\$ 81,119.00</u>	<u>\$ (1,554,511.14)</u>	<u>-1816.3%</u>

See accountant's compilation report.



SIMMONS PERRINE MOYER BERGMAN PLC

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December 15, 2010

Policy Board Members
Joint Emergency Communications
Services Association of Johnson County

RE: Agenda for December 17, 2010

Dear Policy Board Members:

I am writing to comment on Agenda Item #5 – Update on P-25 System and discussion of acceptance procedure. Tom Jones will provide an update on the 30-day reliability test at the Policy Board Meeting. The 30-day reliability test is scheduled to finish on December 22, 2010. The successful completion of the 30-day reliability test is a significant step towards acceptance of the P-25 system. It, however, is not the only step. Harris Corp. still must complete all the Acceptance Test Procedures set forth in the contract. Elert & Associates will observe this testing. No part of the system will be accepted before Elert & Associates recommends acceptance. I anticipate a resolution formally accepting the P-25 System will be on the agenda for January.

Please contact Tom Jones or me with questions or concerns.

Very truly yours,

Jeffrey A. Stone

JAS/mc

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MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County
Policy Board
Monday, November 22, 2010, at 7:00 p.m.
4529 Melrose Avenue, Iowa City, Iowa
Policy Board Conference Room

DIRECTORS PRESENT: Coralville: John Lundell
Iowa City: Regenia Bailey; Mike Wright
Johnson County: Lonny Pulkrabek; Pat Harney
Johnson Co. EMA: Don Saxton
North Liberty: Tom Salm

1. Call to order; recognize alternates.

Wright called meeting to order. Saxton was alternate for Wilson.

2. Action to approve minutes of October 7, October 22, November 10, and November 18, 2010, Policy Board meetings.

Motion to prove by Harney; seconded by Salm. Motion passed unanimously.

3. Comments from public.

Stone commented that notice of this meeting was published as required by Iowa Code chapter 24.

4. Update from User Advisory Committee Meeting.

Bedford stated TAC 10 was working with the fire department on Fire Station Alerting and Firehouse software. Rocca stated TAC 10 was working on issues and testing was occurring. Rocca stated the testing looked favorable and the system potentially could be live in seven to ten days. Bedford stated TAC 10 had made a presentation, which was helpful and reassuring.

Bedford communicated the additional radio requests, including four additional portables for seven additional officers. The UAC supported this request. Bedford also stated there was a meeting with Linn County EMA in which resource sharing was discussed. Interoperability and cooperation was also discussed at this meeting.

5. Discussion of \$7500 expense to purchase adapter for SWAT headsets and \$45,000 expense to replace all SWAT headsets.

Jones identified a need to make the SWAT headsets compatible with the new radio system. One option was a \$150 adapter for the 50 headsets. Another option was to

spend \$45,000 for all new headsets. Bedford stated this topic was discussed at the June UAC meeting. Bedford asked a budget question about whether JECSA or the departments should pay for this expense. Harney asked where the line should be drawn. Lundell stated this would be a new direction. Bedford stated an opinion that JECSA should bring online to at least where the departments were before the transition and suggested there is value in having uniform headsets. Pulkrabek supported paying for critical needs. Harney asked what would happen if the State Patrol asked for equipment. Pulkrabek stated this was a matter of interoperability and long-term operations. Bedford stated there were 48 SWAT members. Pulkrabek stated SWAT had very specialized needs. Bailey inquired about what other specialized equipment there might be. Rocca identified Hazmat. Bedford identified remote microphones used for surveillance. Harney stated SWAT members needed standardized radio equipment and the ability to communicate. Rocca stated there were between four and eight headsets for the whole Johnson County team. Bailey stated other communication needs must be tracked. Bailey stated there was a need to have the proper equipment. Bedford supported having uniform equipment. Harney requested guidelines be developed, similar to the guidelines for the radios. Bedford stated the discussion had not been that detailed yet. Stone stated there was no promise for payment of accessories. Bedford stated some payment had been made for batteries and microphones

Motion to approve request for payment of adapters by Lundell; seconded by Bailey. Harney expressed concerns that if the equipment would be replaced soon anyway, the \$45,000 should be spent to replace the headsets. Bedford stated the UAC only recommended purchase of adapters. Harney wanted the equipment budget to be spent down. Bailey inquired about whether this was an immediate need. Harney asked if \$45,000 was being held in reserves. Bailey stated the reserve position was not as strong as it should have been. Jones discussed the levy amount. Pulkrabek stated E911 could potentially be used. Bailey asked if E911 funds could back fill. Jones stated his E911 wishlist had already been worn out. Bailey stated spending out of reserves is an issue. Bedford stated a hard price could be determined and this could be tabled. Pulkrabek requested additional information. Motion withdrawn by Lundell; second of motion withdrawn by Bailey. Lundell made a motion to table indefinitely; seconded by Bailey. Motion to table indefinitely passed unanimously.

6. A public hearing to discuss the proposed operating budget for the Fiscal Year 2012. Action to approve levy rate and budget to be published and to be presented at the December 2010 meeting for approval.

Wright opened the public hearing. Jones prepared the budget. Jones stated 74% of the budget was for wages and benefits. There were 32 full-time positions, including 25 full-time dispatchers and 2 part-time full-time equivalent positions. The position of an administrative assistant was removed, even though it had been funded and not filled in FY 2011. The actual overtime has been higher than the projected overtime, averaging 192 hours per month. The five dispatchers currently in training who will complete training in January will help reduce the need for overtime. Jones budgeted

a 3% cost-of-living adjustment and merit raises for salaried employees. Wright inquired about the calculation of the wages. Jones clarified the longevity pay had been properly added. Pulkrabek asked about human resources and healthcare administration. Jones stated accounting fees were approximately \$8,000 a quarter. Pulkrabek requested more separate items. Harney stated the budget for human resources, legal, and accounting were not enough. Jones stated the benefit package was only an estimate because actual insurance rates would not be available until April. Jones had not speculated on a percentage increase. Pulkrabek stated to expect an 8 to 10% increase. Bailey suggested 12%. Jones stated the revised budget would be prepared based on a 12% increase. Jones stated that JECSA paid 100% for single coverage and required a \$40 a month payment for family coverage.

Jones stated the software expense had been set forth. Jones stated the radio system expense would be more in FY 2013. Pulkrabek asked about the jump in janitorial expenses. Jones stated it was based on the frequency of cleaning and the intensity of supplies. Harney asked about a \$490,000 Harris expense. Jones stated this would only be an expense if purchased. Stone discussed the level of maintenance that was purchased in the original contract and potential future maintenance options. Pulkrabek clarified that snow maintenance for the towers was on as-needed basis only. Jones stated that this had been purchased in a competitive process. Bailey inquired about potential chargebacks. Jones stated the pervious concrete required a special snow removal blade. Jones stated TAC 10's maintenance would begin on September 1, 2011. Jones anticipated E911 phones could be used to pay for GeoComm, Viper, and Exacomm and more information could be provided at future meetings. Jones describes some of this is core software for business and a countywide CAD system.

Jones discussed the miscellaneous contractual services. Lundell questioned the 50% decrease in pest control. Jones stated most of the software had already been purchased. Jones stated that insurance was for public officials, law enforcement, and umbrella. Jones described Code Red as the ability to message the public from JECSA.

Wright commented that stationery was down and office supplies were up. Jones stated there was lots of printing in dispatch, lots of file folders, and a reduction in uniforms. Jones said that dispatcher headsets had been purchased. Pulkrabek mentioned that dispatchers had asked for foreign-language services, such as Language Line. Pulkrabek said Black Hawk County could receive complaints via text messaging. Jones stated that user equipment for mobiles and portables included belt clips, shoulder microphones, and holsters. Jones asked how many accessories should be bought. Pulkrabek said accessories should be bought once. Harney expressed support for that. Jones said \$10,000 had been budgeted for accessories for mobiles and \$30,000 had been budgeted for portables. Pulkrabek thought that could be lowered. Bailey agreed.

Lundell asked about utility rates. Jones said that several different utilities provided electricity. Jones discuss the travel and training budget. Wright asked how much had been used. Jones stated five dispatchers had been to the 40-hour school. Jones stated the mileage reimbursement was down.

Jones discussed the communications budget. Jones said many of these expenses were fixed contractual expenses. Jones said the cell phones have been deleted. Jones said the NCIC connection included other agencies. Pulkrabek said the State set the rate. Jones said it was billed quarterly. Jones reduced the postage and mail budget based on actual usage. The annual maintenance contracts were removed from contractual services. Jones said that \$45,000 would need to be budgeted in FY 2013 to replace the batteries. Pulkrabek asked if this was replaced every year. Jones clarified it was replaced every three years. Jones stated the leases covered the copier and several towers. Jones said he would look into the Stutzman property tax issue. Jones identified the tower lease as a new budget item. Jones identified several items to be cost shared with EMA.

Jones discussed the capital outlay for new mobiles and portables. The budget was \$70,000 for new mobiles and \$60,000 for new portables. Harney supported bonding for new radios. Jones could not predict the replacement schedule for the radios. Jones stated the spares have been brought down to zero.

Jones said the cash reserves would be \$646,020.23, not taking into account any payment included in the second levy payment. Jones stated there could be a potential 2% increase in the revenue generated by the levy. Jones said \$.70 was the current rate.

Wright expressed several concerns related to the budget. Pulkrabek stated that even at a \$.77 levy, there was an approximate \$600,000 shortfall. Bailey stated a \$.77 levy was realistic. Pulkrabek agreed about a \$.77 levy. Jones stated there were 13 positions eligible for longevity pay. Jones stated an attempt could be made to go to Johnson County for healthcare. Jones stated the E911 board could potentially pay up to \$139,750. Pulkrabek inquired about other revenues. Stone stated U.S. Cellular was not presently interested in collocating on the towers. Jones stated there were no firm commitments from non-public safety users. Wright stated there were so few categories with flexibility. Jones stated there was potential for healthcare savings. Harney said the Board of Supervisors may reconsider its position. Lundell stated that there were many previous agreements, which comprise a large part of the budget. Wright stated there was some flexibility in insurance. Salm inquired about the union. Pulkrabek stated a union could cause the costs to go up. Jones stated the cost-of-living adjustment will be the only raise for many employees. Pulkrabek asked about cleaning supplies. Bailey suggested looking to city partners and for grants. Pulkrabek suggested cutting the \$40,000 for accessories down to \$5,000. Wright stated not much could be done to cut utilities.

The travel and training budget was discussed. Pulkrabek stated most training was for new personnel. Jones stated \$3500 was for information technology. Jones stated a postage meter might reduce costs. John stated the Shoretel contract was important because it was linked to Viper. Pulkrabek asked about the backup software. Jones said the money was to keep the software up to date. Wright asked about the leases. Bailey said there was not much to do about the leases. Harney asked if all the personnel spots had been filled. Wright stated the operations manager position was open.

Jones stated the projections were based on four months of operations. Bailey stated Iowa City was not paying as much for healthcare. Wright stated capping annual benefits was possible. Harney stated they already had a good pay raise. Pulkrabek said he was promised that all the dispatch would be provided the best of both worlds. Salm asked about combining positions. Jones said it was possible to combine the dispatch supervisor and operations manager position.

Bailey stated \$22,500 per employee on benefits was high. Rocca inquired about the intervals for maintenance. Rocca stated maintenance on radios twice a year may be overkill. Pulkrabek inquired about over-the-air programming. Lundell suggested a hard look at all service contracts. Stone stated the Policy Board needed to set a levy and a budget, which could be lowered at a later time but not raised. Pulkrabek suggested setting the levy at \$.77. Salm wasn't sure it was possible to get there. Bailey suggested publishing a higher number and always going lower. Pulkrabek wanted to comply with the law. Wright suggested the possibility of \$.83 levy. Salm supported publishing a \$.84 levy. Motion to approve the publication of a levy rate of \$.84 and a budget of \$3,245,161 by Salm; seconded by Bailey. Motion passed unanimously.

7. **Consider a Motion to Adjourn to Executive Session to evaluate the professional competency of an individual whose appointment or hiring is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session pursuant to Iowa Code section 21.5(1)(i).**

Motion to adjourn to executive session by Pulkrabek; seconded by Harney. Bailey, aye; Saxton, aye; Lundell, aye; Harney, aye; Salm, aye; Pulkrabek, aye; Wright, aye.

8. **Other business.**

There was a discussion about a future meeting.

9. **Consider a Motion to Adjourn the meeting.**

Motion to adjourn by Lundell; seconded by Salm. Motion passed unanimously.

MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County
Policy Board
Saturday, December 4, 2010, at 8:00 a.m.
4529 Melrose Avenue, Iowa City, Iowa
Policy Board Conference Room

DIRECTORS PRESENT: Coralville: John Lundell
Iowa City: Regenia Bailey; Mike Wright
Johnson County: Lonny Pulkrabek; Pat Harney
Johnson Co. EMA: David Wilson
North Liberty: Tom Salm

1. Call to order; recognize alternates.

Wright called meeting to order. All Directors were present. No alternates.

2. Comments from the public.

None.

3. Work Session to discuss FY2012 JECSA Budget.

Jones made further reductions to reduce the budget. This tower site maintenance was cut to \$1000, a savings of \$1500. There will be some weeding only at tower sites. Snow removal will be on an as-needed basis. Janitorial services were cut to \$14,000 and supplies will be included. The cleaning will be five days a week for three hours a day. The phone for staff was eliminated. Jones added 12% for health benefits and longevity pay. Code Red was moved to EMA's budget. The budget for uniforms was cut. Wright inquired whether or not JECSA shirts were required. Bailey stated street clothes were fine. Pulkrabek commented that this should not be a requirement. Wilson commented about Simplex. Jones stated it was \$1490. Pulkrabek asked about maintenance and repairs for mechanical and communications. Pulkrabek said the pagers could be on a time and material basis or fire service could take care of the pagers. Stone discussed the warranty. Wilson stated the warranty on the building expired in August 2010. Harney asked about other entities paying the expenses. Wilson stated it was crazy for JECSA to cover all the expenses. Pulkrabek stated payment should be made for the repairs of the radios. Jones stated \$5,000 was budgeted for IT repairs. Bailey stated a clear line needed to be drawn to prevent double taxation and responsibility should be clearly delineated. Wright said this should be articulated clearly. Pulkrabek discussed preventative maintenance. Jones stated the preventative maintenance figure had increased based on the additional radios purchased. Pulkrabek asked why over-the-air programming was purchased. Wilson asked why would an operations manager not be hired. Jones said the preventative maintenance did include 24/7 emergency support. Wilson expressed

support for bringing in-house as much as possible to be supported by the IT staff and the operations manager. Pulkrabek stated his mobile had only been touched twice in the last five years and didn't see value in the preventative maintenance. Brennan stated there were almost a thousand radios, there was not adequate data bandwidth for all the over-the-air programming, that over-the-air programming is for smaller tasks, and asset management is important. Pulkrabek stated there were two IT staff members to track the assets. Wilson said this was JECSEA's equipment and should be delivered to the JECC. Wright expressed support for bringing this in-house. Bailey agreed, even if it required bringing in additional help. Jones said it would require a laptop and a cable to have the necessary bench test equipment.

Jones stated the automatic vehicle locate (AVL) was about \$100 a car. Wilson stated the AVL expense and NCIC expenses should be charged back to the users. Jones stated the automatic vehicle locate is tied through CAD. Wilson stated the agencies had to pay for this in the past. Jones stated that \$55,810 of the TAC 10 maintenance package is for CAD and the Zetron is part of the fire integration. Pulkrabek said AVL was critical. Harney said the entity could purchase and JECSEA could administer. Jones said the NCIC could be charged back to agencies. Pulkrabek questioned if this applied to all agencies. Bailey expressed support for chargebacks. Wilson expressed support for charging back to law enforcement.

Jones said there were discussions with the Shoretel vendor and some of this could be brought in-house. Wilson expressed support for bringing this in-house and having direct support with the developer's technicians. Jones wanted to be able to call them directly. Bailey expressed support for only having one copier. Jones mentioned workstation printers.

Jones commented on the utility expenses. Jones said the utility expenses were real numbers based on four months of utility bills. Jones took an average of the numbers.

There was a discussion about the purchase of AVL software for ambulances. Jones said the software had been purchased for everyone else. There was little support for purchasing this for additional units.

Wilson questioned why \$130,000 had been budgeted for future capital outlays. Jones stated that some requests had already been made. Bailey stated that some of the public safety users may add staff. Wilson stated this could be part of the agencies budgets. Pulkrabek said this was critical infrastructure. Wilson discussed the system cycle. Bailey stated that new personnel must be equipped. Wilson expressed some support for replacement of the equipment at the beginning/end of the life cycle.

Jones explained that \$200,000 of the increase in wages was due to an increase in the Iowa City wage scale that went into effect on July 1, 2010. Pulkrabek asked for the precise number. Jones said the precise difference was \$201,834 for the full-time dispatchers and \$18,678 for the part-time dispatchers. Jones said this budget included the cost-of-living adjustment. Jones stated the FY 2011 budget had not

included dispatch supervisor, however, the number of FTEs was still under the positions authorized in the FY 2011 budget. Jones said \$466,200 had been paid in health insurance costs. There was a discussion about the cost of the family plan. There is also discussion about joining Johnson County's health insurance pool. Pulkrabek expressed concerns about administration. Jones stated Iowa City self-funded its plan. Jones also discussed an option presented by Merit Resources. Harney identified a potential \$70,000 in savings based on a change in the co-pay, a cap on claims, and self insurance. Jones presented other cooperative options. Bailey stated that this would require the employees to accept Johnson County benefits.

Pulkrabek asked about E911 funds. Jones stated that GeoComm, Viper, and Exacomm have been taken out of the budget resulting in a savings of \$139,750. Pulkrabek stated that the E911 funds may be able to help a little more and a formal meeting would be on January 17, 2011. Jones stated that the positions could be reorganized such that the operations manager and dispatch supervisor positions were combined into a land/mobile radio position, so that service contracts could be brought in-house and to save money on personnel. Wilson stated this new position would be responsible for radios, Viper, and other supervision, and the lead dispatchers would be the shift supervisors. Jones stated the dispatch supervisor currently handled personnel issues and complaints. Jones said the written policies were not being developed and that Thayer had been previously doing this. Bailey stated it was a challenge to bring together IT and personnel skills in the same person and this could be part of a broader restructuring. Wilson stated job descriptions could be combined with substantial savings in cost. Pulkrabek supported adding responsibilities to the lead dispatchers. Jones stated the lead dispatchers were earning \$51,292.80. Harney asked about the IT positions. Jones said that he and Trenary had different sets of skills, such as an emphasis on networking and programming, which compliment each other; Jones focused on the core infrastructure and Trenary focused on business applications.

Jones said that one full-time equivalent part-time position could be eliminated. Wilson said there was a need to potentially hire a radio frequency engineer in the future. Jones recognized the need for service. Pulkrabek said that these cuts would total \$100,000 in salary. Wright said this might be the best thing for the organization and the Executive Director will have some responsibility for personnel. Lundell said this could work. Salm said it was a good plan. Bailey said it covered the base. Wright ordered this be reflected in the budget.

Lundell brought up the issue of health benefits. Stone wanted to try to work something out with Johnson County. Wilson listed several options. Harney thought the family plan was very inexpensive for the dispatchers. Jones said the dispatchers were only charged \$40 a month for the family plan. Jones said this would increase to \$45 in next year's budget and \$50 in FY 2013. Pulkrabek asked about the lifetime maximum payouts. Bailey said an answer was needed soon. Pulkrabek said an answer was needed this week. Harney said he would work on this in the next 24 hours and that numbers would be helpful.

4. Other business.

None.

5. Consider a Motion to Adjourn the meeting.

Motion to Adjourn by Wright; seconded by Lundell. Motion passed unanimously.

JECC User Advisory Committee Meeting
Tuesday, November 16, 2010
9:00 AM to 11:00 AM
Joint Emergency Communications Center
4529 Melrose Avenue

I. Call to order

The meeting was called to order by Barry Bedford at 9:02 AM.

Attendees: UAC Members and Alternates

Barry Bedford and Shane Kron, Coralville Police Department; Steve Dolezal, Johnson County Sheriff's Department; Chuck Green and David Vision, University of Iowa DPS; Sam Hargadine, Rick Wyss and Jim Baker, Iowa City Police Department; Jim Warkentin, North Liberty Police Department; Andy Rocca and Roger Jensen, Iowa City Fire Department; Dan Smith, Johnson County MAA; and Dave Dvorsky, JC Ambulance Service.

Staff and Guests

Tom Jones, Nancy Sereduck and Nick Trenary, JECC; Randy Johnson and Terry Brennan, RACOM; Mark DeGroot, TAC10; and Karen Mutchler, Coralville Police Department.

II. Review minutes of the October 19, 2010 meeting (see attachment)

A motion to accept the minutes from October 19, 2010, with no corrections or changes was made by Andy Rocca and seconded by Sam Hargadine. Motion carried.

III. Changes/additions to the agenda

No changes or additions to agenda.

IV. Interim Director's Update - Jones

A. Report from Fire/EMS subcommittee

Sub-committee discussed channel line-ups. Reference paging issues with fire departments, dispatch will page on one channel and talk with each other on another channel, which was agreed to.

On Monday, November 22, 2010, the remainder of the thirty (30) day test will start (fifteen (15) days remaining). Harris will be finishing up their testing this week; may have more updates and/or equipment to be added. Still working on issues of keying up too fast and audio delay; some of these issues have been determined to be user based. This week they will be testing failure scenarios during the day. Due to the testing, there may be some down time from Wednesday morning to Friday (11-19-10) at 1:00 PM. After the 22nd, there should be no more intrusive testing. RACOM is also going to start moving users (probably start with Iowa City police and fire) over from SmartNet, hoping to eliminate the hang time. RACOM will have to do some re-programming on current radios by Monday.

V. Fire\EMS and Law

- A. ICFD alarm processing (see attachment) – Rocca
- B. CAD/FSA/Firehouse interface status – Rocca/TAC-10

Barry Bedford welcomed Mark DeGroot from TAC10 to the meeting. He advised there will be an update on Monday that should fix the fire call processing times. The interface test was successful and it was rolled out on Monday, November 15th. The Mabus interface will need some changes to work fully. One of the problems with fire calls is that the Geofile does not have all the outlying districts in the database; addresses will need to be entered and all addresses must be validated. Delayed calls are more of a dispatch issue than TAC10 issue. Dan will fax logs from county fire calls to TAC10 to determine if the customized fields are part of the issue of blank time fields. Jim Baker advised they have a test database so he could provide samples also. TAC10 will meet with fire within the next month to make sure they get the reports/times they need. TAC10 will provide an outline for procedures on how to use it correctly; they will do the same with the fire run cards. Roger Jensen advised he had not seen the mobile CAD yet; Mark DeGroot advised he would get with them when they're available.

- C. Additional radio requests:

UIDPS requested four (4) additional portables for July 1, 2011 due to seven (7) new officers. A motion was made by Sam Hargadine and seconded by Chuck Green to approve four (4) additional portables for UIDPS; motion carried.

Tom Jones will get a list of all the requested radios for the next meeting.

There were a few portables ordered for stand-by but most of the spares have been put out. RACOM advised if they go by their list as of August, there should be about 5-6 spare portables available. Agencies are advised to let Tom Jones know about any new hires so he can make accommodations in the next budget.

SWAT headset conversion discussion: this will be on the agenda for the Board meeting. We are requesting authorization of \$150 to get connectors for the radios, with discussion of replacing current with new through the budgeting process. Agencies need to come together to determine which ones to request from the Board.

- D. NLFD questions/concerns - Smith & Jones

It was determined this was not the appropriate venue to discuss the e-mail. Jones will respond to the concerns.

- E. Had first EMD review meeting on October 27. Next EMD review is December 14 at 1400

- F. Other

Encryption of channels were discussed. Channels 5 and 6 are not encrypted; channels 7 through 13 are.

RACOM suggested we keep the radios/channels/scan channels programmed the way they are for the next few months and see how they work; then think about possible changes. After extensive discussion about possible channel changes, the decision was made to leave them the same except for the LE information channel which will be encrypted.

VI. Other business

A. Invitation from Linn County EMA to discuss mutual aid and potential resource sharing between Linn and Johnson County on November 29, 2010, from 1:30-3:00 PM to discuss sharing/compatibility/ interoperability of radio systems. Chief Hargardine thought it would also include RMS.

B. Additional comments from TAC-10

None.

C. Additional comments from RACOM

None.

D. Additional comments from Harris

Not at this meeting

E. Other

Policy Board meeting Monday, November 22, 2010 at 7:00 PM.

Thursday night, November 11, 2010, there was a special Policy Board meeting to conduct more interviews. Friday, November 19, 2010, Tom Jones has been requested to show one of the candidates around the community to look at the different agencies and points of interest.

VII. Next JECC-UAC regular meeting: December 7, 2010, 9:00 AM at the JECC

VIII. Adjournment

A motion to adjourn was made by Jim Warkentin; seconded by Sam Hargadine. Motion carried. Meeting adjourn at 10:32 AM.

RESOLUTION NO. 2010-09

RESOLUTION SETTING THE LEVY RATE AND APPROVING THE OPERATING BUDGET FOR THE FISCAL YEAR 2012

WHEREAS, the Joint Emergency Communications Services Association of Johnson County ("Association") is required to submit its budget to the Johnson County Emergency Management Commission no later than January 31 of each calendar year.

WHEREAS, the Association held the first public hearing on the FY 2012 budget on November 22, 2010, for which notice was published in the Iowa City Press Citizen.

WHEREAS, the Association held the second public hearing on the FY 2012 budget on December 17, 2010, for which notice was published in the Iowa City Press Citizen.

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD THAT:

1. the operations budget for the Association shall be two million nine hundred ninety-five thousand nine hundred thirty-six dollars (\$2,995,936);
2. the levy rate shall be _____ cents (\$0.__) per \$1000 valuation;
3. the Proposed Budget Summary, Adopted Budget Summary, Revenue Detail, and Expenditure Detail are hereby incorporated in Resolution No. 2010-09;
4. the Chairperson is hereby authorized to present Resolution No. 2010-09 and the incorporated documents to the Johnson County Emergency Management Commission as certification of the Association's FY 2012 budget.

It was moved by _____ and seconded by _____ that Resolution 2010-09 be adopted, and Resolution 2010-09 was approved by a vote of ___ - ___.

Passed and approved this seventh (17th) day of December, 2010.

MIKE WRIGHT, CHAIRPERSON OF THE JOINT
EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION FOR JOHNSON COUNTY POLICY
BOARD

**REVISED NOTICE OF PUBLIC HEARING
BUDGET ESTIMATE**

FISCAL YEAR BEGINNING JULY 1, 2011 - ENDING JUNE 30, 2012

Joint Emergency Communications Services Association of Johnson County

The Policy Board will conduct a public hearing on the proposed Budget at the Joint Emergency Communication Center, on December 17, 2010 at 8:00 a.m.

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the detailed proposed Budget may be obtained or viewed at the offices of the Executive Director of the Joint Emergency Communications Services Association of Johnson County.

The estimated Total tax levy rate per \$1000 valuation on regular property is \$0.84.

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

(319) 356 – 6880

Phone Number

Tom Jones

Interim Executive Director

		Budget FY2012	Budget FY2011
		(a)	(b)
Revenues & Other Financing Sources	1	3,033,651	2,283,364
Taxes Levied on Property			
Less: Uncollected Property Taxes-Levy Year	2	0	0
Net Current Property Taxes	3	3,033,651	2,283,364
Co-locate	4	0	0
Non-public safety subscribers	5	0	0
Miscellaneous	6	0	0
Grants	7	0	125,000
Total Revenue and Other Sources	8	3,033,651	2,408,364
Expenditures & Other Financing Uses			
Salary and Wages	9	1,627,719	1,402,074
Benefits	10	775,354	582,532
Maintenance and Repair Services	11	110,774	35,995
Miscellaneous Contractual Services	12	102,990	74,150
Supplies and Materials	13	31,700	41,874
Utilities	14	66,000	25,900
Travel and Training	15	10,000	13,000
Telecommunications	16	98,900	92,321
Postage and Mailing Services	17	1,000	2,150
Dues and Memberships	18	0	3,050
Annual Maintenance	19	14,849	25,599
Rental and Leases	20	30,400	3,600
Capital Outlay	21	126,250	25,000
Miscellaneous	22	0	0
Total Government Activities Expenditures	23	2,995,936	2,327,245
Business Type / Enterprise	24	0	0
Total Expenditures	25	2,995,936	2,327,245
Excess Revenues & Other Sources Over (Under) Expenditures/Transfer Out	26	37,715	