

Joint Emergency Communications Services Association Policy Board
Friday, October 28, 2011 – 7:30 a.m.
Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa

AGENDA

1. Call to order; recognize alternates.
2. Action to approve minutes of the August 26, 2011 Policy Board meeting.
3. Comments from public.
4. Executive Director's Report/Update.
5. Update on non-public safety radio dealings with the City of Iowa City.
6. Action to approve Resolution 2011-15, Amendment to the Communications Tower Ground Lease and Access Agreement with Walter and Dolores Plotz.
7. Discussion regarding installation of mobile radios as part of the base package.
8. Other business.
9. Consider a Motion to adjourn to Executive Session to evaluate the professional competency of an individual whose performance 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).
10. Action to approve Resolution 2011-16 regarding professional development opportunity.
11. 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 and Three Months Ended September 30, 2011

Prepared by:

Latta, Harris, Hanon & Penningroth, L.L.P.
2730 Naples Avenue SW, Suite 101
Iowa City, Iowa 52240

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Grant M. Wubbena, CPA, P.C.
Blaine T. Moals, CPA, P.C.

ACCOUNTANT'S COMPILATION REPORT

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

We have compiled the accompanying statement of net assets and the statements of activities of Joint Emergency Communications Services Association of Johnson County, as of and for the three months ended September 30, 2011, 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. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and statement of cash flows required by accounting principles generally accepted in the United States of America. 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 page 4, 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.

Latta, Harris, Hanon & Penningroth, L.L.P.

Iowa City, Iowa

October 21, 2011

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

As of September 30, 2011

ASSETS

Current Assets:	
Checking	\$ 1,744,122.05
Prepaid Property and Accident Fund Insurance	21,328.65
Prepaid Health, Dental and Life Insurance	36,951.94
Prepaid Rent	3,688.90
Prepaid Maintenance Contracts	18,190.87
Employee Advances Receivable	<u>216.20</u>
Total Current Assets	1,824,498.61
Property, Plant and Equipment	
Land	50,125.00
Building	5,296,989.09
Equipment	<u>15,633,293.62</u>
Total Property, Plant and Equipment Cost	20,980,407.71
Less: Accumulated Depreciation	<u>(2,727,293.49)</u>
Net Property Plant and Equipment	<u>18,253,114.22</u>
Total Assets	<u><u>\$ 20,077,612.83</u></u>

LIABILITIES

Current Liabilities:	
Accounts Payable	\$ 1,270,356.74
Credit Cards Payable	798.84
Accrued Expenses	69,680.32
Payroll Taxes Payable	39,588.01
Union Dues Payable	1,008.24
IPERS Payable	16,519.52
Deferred Compensation Plan Payable	520.00
Paid Time Off Accrued	72,250.50
COPS Technology Grant Liability	<u>2,195.06</u>
Total Current Liabilities	<u>1,472,917.23</u>
Total Liabilities	<u>1,472,917.23</u>

NET ASSETS

Net Assets	<u>18,604,695.60</u>
Total Net Assets and Liabilities	<u><u>\$ 20,077,612.83</u></u>

See accountant's compilation report.

**JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
STATEMENTS OF ACTIVITIES
One and Three Months Ended September 30, 2011**

	<u>Sep</u>	<u>July - Sep</u>
Operations Budget Levy Proceeds	\$ -	\$ -
Operating Expenses:		
Salaries and Wages	134,254.50	403,774.34
Benefits	58,849.87	174,881.98
Maintenance and Repair Services	3,089.00	23,089.00
Miscellaneous Contractual Services	4,796.60	19,315.20
Commodities-Supplies/Materials	1,523.90	4,266.55
Utilities	3,945.46	9,889.76
Travel and Training	1,020.41	1,980.41
Telecommunications	985.70	23,695.03
Postage & Mailing Services	44.00	88.00
Annual Maintenance	4,139.82	12,552.77
Rental and Leases	2,211.83	7,387.74
Total Operating Expenses	<u>214,861.09</u>	<u>680,920.78</u>
Net Operating Income	(214,861.09)	(680,920.78)
Non-Operating Revenue		
Interest Income	408.38	1,354.03
Pop Fund Revenue	14.40	43.40
COPS Technology Grant Received	2,547.00	21,585.05
COPS Technology Grant Expenses	<u>(2,547.00)</u>	<u>(21,585.05)</u>
Net COPS Technology Grant	-	-
Excess Flex Withholding Revenue	-	2,465.62
Equipment Sale Proceeds	-	1,020.00
Depreciation Expense	<u>(182,196.83)</u>	<u>(546,590.49)</u>
Total Non-Operating Revenue	<u>(181,774.05)</u>	<u>(541,707.44)</u>
Change in Net Assets	<u>\$ (396,635.14)</u>	<u>\$ (1,222,628.22)</u>

See accountant's compilation report.

SUPPLEMENTARY INFORMATION

JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
Schedule I - Budgetary Comparison
Three Months Ended September 30, 2011

	GAAP	GAAP to Budget		Actual	Budget	Variance (\$)	% of Budget
Revenues:							
Operations Levy Proceeds	-	-		\$ -	\$ 2,283,364.00	(2,283,364.00)	0.0%
Operating Expenses:							
Salaries and Wages	403,774.34	-		\$ 403,774.34	1,627,719.00	(1,223,944.66)	24.8%
Benefits	174,881.98	(841.02) A		174,040.96	775,354.00	(601,313.04)	22.4%
Maintenance and Repair Services	23,089.00	-		23,089.00	110,774.00	(87,685.00)	20.8%
Miscellaneous Contractual Services	19,315.20	(9,543.00) B		9,772.20	102,990.00	(93,217.80)	9.5%
Commodities-Supplies/Materials	4,266.55	-		4,266.55	31,700.00	(27,433.45)	13.5%
Utilities	9,889.76	-		9,889.76	66,000.00	(56,110.24)	15.0%
Travel and Training	1,980.41	-		1,980.41	10,000.00	(8,019.59)	19.8%
Telecommunications	23,695.03	-		23,695.03	98,900.00	(75,204.97)	24.0%
Postage & Mailing Services	88.00	-		88.00	1,000.00	(912.00)	8.8%
Annual Maintenance	12,552.77	(12,419.45) C		133.32	14,849.00	(14,715.68)	0.9%
Rental and Leases	7,387.74	(1,125.01) D		6,262.73	30,400.00	(24,137.27)	20.6%
Capital Outlay	-	-		-	126,250.00	(126,250.00)	0.0%
Total Operating Expenses	<u>680,920.78</u>	<u>(23,928.48)</u>		<u>656,992.30</u>	<u>2,995,936.00</u>	<u>(2,338,943.70)</u>	<u>21.9%</u>
Net Operating Income	<u>(680,920.78)</u>	<u>23,928.48</u>		<u>(656,992.30)</u>	<u>(712,572.00)</u>	<u>55,579.70</u>	<u>92.2%</u>
Non-Operating Revenue							
Promotional Revenue	-						
Promotional Expense	-						
Net Promotional Income & Expenses	-						
COPS Technology Grant Received	21,585.05						
COPS Technology Grant Expenses	<u>(21,585.05)</u>						
Net COPS Technology Grant	-						
Interest Income	1,354.03						
Pop Fund Revenue	43.40						
Equipment Sale Proceeds	1,020.00						
Excess Flex Withholding Revenue	2,465.62						
Depreciation Expense	(546,590.49)						
Change in Net Assets	<u>\$ (1,222,628.22)</u>						

A	(841.02)	3 months amortization of workers compensation paid 5/17/11 (through 5/31/12)
B	(9,543.00)	3 months amortization of property insurance paid 4/9/11 (through 4/1/12)
	(1,603.23)	2 months amortization of Baker Communications prepaid maintenance paid 11/8/10 (through September 2011)
	(1,249.98)	2 months amortization of CDW Government prepaid maintenance paid 4/5/11 (through 10/31/11)
	(5,491.25)	2 months amortization of Geocomm prepaid maintenance paid 1/21/11 (through 3/31/12)
	<u>(4,074.99)</u>	2 months amortization of CDW VMWare prepaid maintenance paid 2/28/11 (through February 2012)
C	<u>(12,419.45)</u>	
	(625.00)	3 months amortization of Lone Tree Tower prepaid rent paid 1/21/11 (through 12/31/11)
	<u>(500.01)</u>	3 months amortization of Plotz Tower prepaid rent paid 5/29/11 (through 5/30/12.)
D	<u>(1,125.01)</u>	

See accountant's compilation report.

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

Compiled Financial Statements
One and Two Months Ended August 31, 2011

Prepared by:

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ACCOUNTANT'S COMPILATION REPORT

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

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Latta, Harris, Hanon & Penningroth, L.L.P.

Iowa City, Iowa

October 21, 2011

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**JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
STATEMENT OF NET ASSETS
As of August 31, 2011**

ASSETS

Current Assets:	
Checking	\$ 1,948,881.89
Accounts Receivable	5,621.86
Prepaid Property and Accidend Fund Insurance	24,789.99
Prepaid Health, Dental and Life Insurance	35,031.89
Prepaid Rent	4,063.91
Prepaid Maintenance Contracts	22,330.69
Total Current Assets	<u>2,040,720.23</u>
Property, Plant and Equipment	
Land	50,125.00
Building	5,296,989.09
Equipment	15,633,293.62
Total Property, Plant and Equipment Cost	<u>20,980,407.71</u>
Less: Accumulated Depreciation	<u>(2,545,096.66)</u>
Net Property Plant and Equipment	<u>18,435,311.05</u>
Total Assets	<u><u>\$ 20,476,031.28</u></u>

LIABILITES

Current Liabilities:	
Accounts Payable	\$ 1,270,356.74
Credit Cards Payable	6,686.42
Accrued Expenses	64,545.39
Payroll Taxes Payable	40,169.13
Union Dues Payable	1,031.18
IPERS Payable	16,803.70
Deferred Compensation Plan Payable	520.00
Paid Time Off Accrued	69,845.92
COPS Technology Grant Liability	4,742.06
Total Current Liabilities	<u>1,474,700.54</u>
Total Liabilities	<u>1,474,700.54</u>

NET ASSETS

Net Assets	<u>19,001,330.74</u>
Total Net Assets and Liabilities	<u><u>\$ 20,476,031.28</u></u>

See accountant's compilation report.

**JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
STATEMENTS OF ACTIVITIES
One and Two Months Ended August 31, 2011**

	<u>Aug</u>	<u>July - Aug</u>
Operations Budget Levy Proceeds	\$ -	\$ -
Operating Expenses:		
Salaries and Wages	132,335.71	269,519.84
Benefits	64,436.87	116,032.11
Maintenance and Repair Services	1,506.00	20,000.00
Miscellaneous Contractual Services	11,287.60	14,518.60
Commodities-Supplies/Materials	2,602.10	2,742.65
Utilities	5,764.89	5,944.30
Travel and Training	960.00	960.00
Telecommunications	3,544.46	22,709.33
Postage & Mailing Services	-	44.00
Annual Maintenance	4,273.14	8,412.95
Rental and Leases	2,857.33	5,175.91
Total Operating Expenses	<u>229,568.10</u>	<u>466,059.69</u>
Net Operating Income	(229,568.10)	(466,059.69)
Non-Operating Revenue		
Interest Income	443.62	945.65
Pop Fund Revenue	-	29.00
COPS Technology Grant Received	19,038.05	19,038.05
COPS Technology Grant Expenses	<u>(19,038.05)</u>	<u>(19,038.05)</u>
Net COPS Technology Grant	-	-
Excess Flex Withholding Revenue	-	2,465.62
Equipment Sale Proceeds	1,020.00	1,020.00
Depreciation Expense	<u>(182,196.83)</u>	<u>(364,393.66)</u>
Total Non-Operating Revenue	<u>(180,733.21)</u>	<u>(359,933.39)</u>
Change in Net Assets	<u>\$ (410,301.31)</u>	<u>\$ (825,993.08)</u>

See accountant's compilation report.

SUPPLEMENTARY INFORMATION

JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY
Schedule I - Budgetary Comparison
Two Months Ended August 31, 2011

	GAAP	GAAP to Budget		Actual	Budget	Variance (\$)	% of Budget
Revenues:							
Operations Levy Proceeds	-	-		\$ -	\$ 2,283,364.00	(2,283,364.00)	0.0%
Operating Expenses:							
Salaries and Wages	269,519.84	-		\$ 269,519.84	1,627,719.00	(1,358,199.16)	16.6%
Benefits	116,032.11	(560.68) A		115,471.43	775,354.00	(659,882.57)	14.9%
Maintenance and Repair Services	20,000.00	-		20,000.00	110,774.00	(90,774.00)	18.1%
Miscellaneous Contractual Services	14,518.60	(6,362.00) B		8,156.60	102,990.00	(94,833.40)	7.9%
Commodities-Supplies/Materials	2,742.65	-		2,742.65	31,700.00	(28,957.35)	8.7%
Utilities	5,944.30	-		5,944.30	66,000.00	(60,055.70)	9.0%
Travel and Training	960.00	-		960.00	10,000.00	(9,040.00)	9.6%
Telecommunications	22,709.33	-		22,709.33	98,900.00	(76,190.67)	23.0%
Postage & Mailing Services	44.00	-		44.00	1,000.00	(956.00)	4.4%
Annual Maintenance	8,412.95	(8,279.63) C		133.32	14,849.00	(14,715.68)	0.9%
Rental and Leases	5,175.91	(750.00) D		4,425.91	30,400.00	(25,974.09)	14.6%
Capital Outlay	-	-		-	126,250.00	(126,250.00)	0.0%
Total Operating Expenses	<u>466,059.69</u>	<u>(15,952.31)</u>		<u>450,107.38</u>	<u>2,995,936.00</u>	<u>(2,545,828.62)</u>	<u>15.0%</u>
Net Operating Income	<u>(466,059.69)</u>	<u>15,952.31</u>		<u>(450,107.38)</u>	<u>(712,572.00)</u>	<u>262,464.62</u>	<u>63.2%</u>
Non-Operating Revenue							
Promotional Revenue	-						
Promotional Expense	-						
Net Promotional Income & Expenses	-						
COPS Technology Grant Received	19,038.05						
COPS Technology Grant Expenses	<u>(19,038.05)</u>						
Net COPS Technology Grant	-						
Interest Income	945.65						
Pop Fund Revenue	29.00						
Equipment Sale Proceeds	1,020.00						
Excess Flex Withholding Revenue	2,465.62						
Depreciation Expense	(364,393.66)						
Change in Net Assets	<u>\$ (825,993.08)</u>						
A	(560.68)	2 months amortization of workers compensation paid 5/17/11 (through 5/31/12)					
B	(6,362.00)	2 months amortization of property insurance paid 4/9/11 (through 4/1/12)					
	(1,068.82)	2 months amortization of Baker Communications prepaid maintenance paid 11/8/10 (through September 2011)					
	(833.32)	2 months amortization of CDW Government prepaid maintenance paid 4/5/11 (through 10/31/11)					
	(3,660.83)	2 months amortization of Geocomm prepaid maintenance paid 1/21/11 (through 3/31/12)					
	(2,716.66)	2 months amortization of CDW VMWare prepaid maintenance paid 2/28/11 (through February 2012)					
C	<u>(8,279.63)</u>						
	(416.66)	2 months amortization of Lone Tree Tower prepaid rent paid 1/21/11 (through 12/31/11)					
	(333.34)	2 months amortization of Plotz Tower prepaid rent paid 5/29/11 (through 5/30/12.)					
D	<u>(750.00)</u>						

See accountant's compilation report.

MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County
Policy Board
Friday, August 26, 2011, at 8:00 a.m.
4529 Melrose Avenue, Iowa City, Iowa
Policy Board Conference Room

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

1. Call to order; recognize alternates.

Harney called meeting to order. No alternates in attendance

2. Action to approve minutes of the July 22, 2011, Policy Board Meeting.

Motion to approve minutes by Wright; seconded by Wilson.

3. Comments from the public.

None.

4. Executive Director's report.

Albrecht talked about the July 24th incident in which the JECC allegedly took some type of lightning strike, believed to be not on the property, but hit the building through ground water. He stated Racomm had the system back on the air and operational with 5 of 7 towers within 45 minutes. Randy Johnson from Racomm talked about the missing ground wire on the mux rack and also the fix that would be done in about a week to keep the microwave dishes from moving during high winds. Bailey asked what we learned from this and wanted to know if this could happen again. Albrecht said He and others were still unsure exactly what happened. Bailey asked if we had a plan-b. Albrecht stated we have a plan-b and it was affected by the possible strike as well. Wilson added it was clearly random and we still don't know what happened. Albrecht said there was a lightning strike within 2 tenths of a mile of the building. Wilson said it is believed the lightning hit the building through ground water. Terry Brennan from Racomm stated everything we have in place is meant to minimize damage from lightning but it will never eliminate it.

Albrecht talked about the resolution for West Branch Fire and said it was his recommendation not to approve the resolution.

Albrecht talked about the tax situation with Walter Plotz who leases JECSA land for one of its radio towers. Albrecht stated he had spoken with the Assessors Office and the situation would be taken care of.

Albrecht informed the Board that three new employees started working at the JECC in the month of August. One full time and two part-timers. Albrecht stated that an employee who was on extended medical leave also returned to work in July. Wilson asked if the other vacant position had been filled. Albrecht said it would be filled with existing applicants. Wilson also inquired about the vacant ECC position. Albrecht said he would be reposting for that position.

5. Action to approve Resolution 2011-14 in which the JECSA Policy Board would pay for the cost of the purchase and installation of a B-D-A (by-directional amplifier) to be installed in the West Branch Fire Station to improve radio coverage.

Harney read the resolution and stated he believed West Branch should be liable for the improvements. Albrecht stated portable coverage is not good in West Branch, but mobile coverage is. Wilson stated the Fire Station was in a hole, but the situation could be corrected by simply pulling the Fire Truck out of the Station and the radio would work when outside. Wilson also stated Johnson County Ambulance has no mobile coverage problems in West Branch. A motion to approve resolution 2011-14 was made by Wright, seconded by Lundell. The resolution was voted down by unanimous vote. Harney stated the motion to approve failed by unanimous vote.

6. Discussion and action to change the JECSA Policy Board meetings from monthly to quarterly.

Albrecht stated there was previous conversation about changing the schedule of JECSA Policy Board meetings. He stated the talk was to go from 12 meetings a year to six. The meetings would be held in January, March, June, September, November and December. Bailey asked how many times Emergency Management met in a year. Wilson stated eight. Harney said an emergency meeting could be called if something needed to be addressed urgently. Pulkrabek supported the schedule as did Bailey. The Board agreed with the schedule and also agreed to start the meetings at 7:30 a.m. Bedford from the UAC said the UAC would most likely change its schedule as well. It was agreed the November and December meetings would be the third Friday of the month because of the Holidays.

7. Discussion of the use of the Policy Board Room during the spring of 2012 for EMT Basic Training hosted by Kirkwood Continuing Education.

Wilson stated he was approached by Kirkwood Continuing Education for the use of the Policy Board room. Wilson said it would be Monday and Wednesday nights from 6:30 p.m. until 10

p.m. for about a three month period. He added Kirkwood Continuing Education would give us a one-time 25 dollar fee for cleaning. Wilson said it directly impacts Johnson County and just wanted the Board to be aware of it. Harney said he had no problems with it as long as Kirkwood understood that if the Policy Board needed the room for an emergency meeting they would have to reschedule their class for that night. Harney stated the consensus was to move forward.

8. Other business.

Albrecht brought up the issue of outstanding invoices with Racomm. Albrecht stated he has had conversations with Racomm about the outstanding invoices. Wilson said he has been part of those conversations and he questioned the invoices as well. Wilson said the main issue dealt with install charges which we believed were included in the install contract with Harris. Bailey stated that Albrecht should negotiate the issues with Racomm and bring it back to the Board when the issue has been resolved. Albrecht stated he brought the issue up just so the entire Board was aware of the issues. Terry Brennan from Racomm added that we have been working on the invoices and he hoped there would be resolution soon. Brennan said he believed all charges were valid and should be paid for. Albrecht again stated he brought it to the Board for their awareness. Harney said he would like to see the issue resolved. Stone said it would most likely have to be a budget amendment. Wilson agreed.

Stone said there is no legal requirement to have an independent audit, but he suggested one be done. The Board agreed.

9. Consider a Motion to adjourn the meeting.

A motion to adjourn the meeting was made by Bailey, seconded by Pulkrabek. Motion passed 7-0.



Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa 52246

Monday October 24, 2011

Dear Policy Board Members:

The following will constitute my Director's report for the month of October.

This will be a relatively short Director's report as not much happened this month. We started negotiations with CWA for the contract that would take effect July 1, 2012. Our first session was held on October 13th. We had a second negotiating session on October 19th, and a 3rd and 4th sessions are planned for October 24th and November 1st respectively.

We hired another employee this month to fill a full-time Dispatcher position which was left vacant by a resignation in June. We also reposted for the position of Emergency Communications Coordinator. We will be doing interviews on November 2nd. We will be interviewing a total of 7 candidates with four of those candidates being internal.

Board Chair Pat Harney and I attended the October 20th meeting of the Old Capitol Kiwanis Club at 6:30 a.m. They gave us a half hour to speak. They seemed very impressed with the presentation on the JECC and they asked a lot of good questions.

During the week of October 16th, Tuesday, Wednesday, Thursday and Friday to be exact, three JECC employees, Nick Trenary, Todd Evans and I attended a NIMS sponsored COML course. COML stands for Communications Leader. The class was held at the Johnson County EOC.

During the September meeting of the UAC, it was decided that they would follow the meeting schedule of the JECSA Policy Board which was approved in August. The UAC also approved several requests for additional equipment from three separate Departments. The UAC is recommending these requests be approved by the Policy Board. The Iowa City Police Department has asked for two additional mobile radios. The Coralville Fire Department has asked for one additional mobile radio and 6 additional portable radios. The Johnson County Sheriff's Office has asked for 2 additional licenses for their mobile solution MDT's. The exact cost of these requests will be part of the November Budget Presentation.

Also this month the North Liberty Department of Public Works (2 radios) and Mercy Hospital Safety and Security (6 radios) became operational on the JECC system.

And finally, we did have a bit of excitement this month. On Saturday the 22nd, Todd Evans, his wife and I came to the JECC around 11 a.m. to cook hamburgers and hot-dogs for the Dispatchers because it was Homecoming weekend. Around 1:30 in the afternoon I smelled smoke. I looked to the front of the building and discovered the Moat at the far west end of the property was on fire. Todd ran into dispatch to have the Fire Department paged and I contacted Dave Wilson to find the keys for the old Rescue Truck which was near the fire. The Fire



Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa 52246

Department was on scene within minutes and the flames were extinguished. No harm, no Foul. We don't know the cause as of yet but are looking into it.

Respectfully submitted this 24th day of October, 2011

Gary Girard Albrecht

RESOLUTION NO. 2011-15

**RESOLUTION APPROVING AN AMENDMENT TO THE COMMUNICATIONS
TOWER GROUND LEASE AND ACCESS AGREEMENT WITH WALTER AND
DOLORES PLOTZ.**

WHEREAS, the Joint Emergency Communications Services Association of Johnson County (“Association”) entered into a Communications Tower Ground Lease and Access Agreement with Walter and Dolores Plotz on May 29, 2009.

WHEREAS, the rates in the Communications Tower Ground Lease and Access Agreement was not based on market rates for the leasing of land for communication towers.

WHEREAS, the Johnson County assessor has increased the assessment due to the Association’s construction and placement of a communication tower on the leased land.

WHEREAS, the Association and Walter and Dolores Plotz desire to modify the Communications Tower Ground Lease and Access Agreement due to the increase in assessment on the leased land.

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

1. The Amendment to Communication Tower Ground Lease and Access Agreement is approved.

It was moved by _____ and seconded by _____ that Resolution 2011-15 be adopted, and Resolution 2011-15 was approved by a vote of ____ - ____.

Passed and approved this twenty-eighth (28th) day of October, 2011

PAT HARNEY, CHAIRPERSON OF THE JOINT
EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION FOR JOHNSON COUNTY
POLICY BOARD

AMENDMENT TO COMMUNICATIONS TOWER GROUND LEASE AND ACCESS AGREEMENT

THIS AMENDMENT TO COMMUNICATIONS TOWER GROUND LEASE AND ACCESS AGREEMENT (this "*Amendment*") is entered into as of October ____, 2011 by and between the Joint Emergency Communications Services Association of Johnson County ("*Tenant*") and Walter J. Plotz and Dolores L. Plotz, husband and wife (collectively "*Landlord*").

A. Landlord and Tenant entered into that certain Communications Tower Ground Lease and Access Agreement dated May 29, 2009 (the "*Original Lease*").

B. Landlord and Tenant desire to modify certain terms and conditions set forth in the Lease, in accordance with the terms and conditions of this Amendment.

NOW, THEREFORE, the parties hereby agree as follows:

1. **Effective Date.** This Amendment will be effective retroactively to the effective date of the Original Lease.

2. **Taxes.** Section 8 of the Original Lease is hereby deleted in its entirety and replaced with the following:

"Tenant shall pay any personal property taxes assessed on, or any portion of such taxes attributable to, the Telecommunications Facilities. Landlord shall pay when due all real property taxes and all other fees and assessments attributable to the Property; provided however, that Tenant will reimburse Landlord for the amount increase (if any) in such taxes, fees, and assessments attributable to Tenant's use and occupancy of the Property whether due to an increased assessment or reclassification of the Property. In the event that Landlord fails to pay said real property taxes, then Tenant shall have the right, but not the obligation, to pay said taxes and deduct them from Rent due under this Lease."

3. **Prior Lease; Conflict.** Except as modified hereby, Landlord and Tenant shall be bound by all other terms and conditions of the Original Lease other than those specifically modified by this Amendment, which terms and conditions shall remain in full force and effect. To the extent that any conflict shall arise between the provisions of the Original Lease or this Amendment, the provisions of this Amendment shall govern.

4. **Integration.** This Amendment contains the entire agreement between the parties regarding the subject matter hereof and supercedes all prior and contemporaneous oral and written statements, agreements, and understanding with respect to the subject matter hereof.

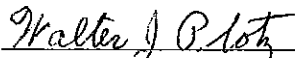
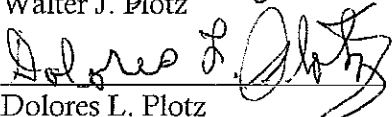
IN WITNESS HEREOF, the parties have executed this Amendment effective as of the day and year first written above.

TENANT:

JOINT EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION OF JOHNSON COUNTY

By: _____
Its: _____

LANDLORD:


Walter J. Plotz

Dolores L. Plotz



Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa 52246

Request for Executive Session

I, Gary Albrecht, respectfully request the discussion of my evaluation and the evaluation be conducted in executive session.

I understand an executive session can be requested under section 21.5, 1, (I) of the Code of Iowa for the following: To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Signed

Gary Albrecht

Date

10-28-2011

RESOLUTION NO. 2011-16

RESOLUTION REGARDING PROFESSIONAL DEVELOPMENT OPPORTUNITY

WHEREAS, the Joint Emergency Communications Services Association of Johnson County ("Association") desires to training both its dispatchers and professional staff.

WHEREAS, the Association desires to provide the Executive Director with an opportunity for the enhancement of his professional skills.

WHEREAS, the Executive Committee tasked with certain responsibilities as defined in Resolution 2011-1 has recommended to the Policy Board that Heather Woody unlimited be retained as a professional coach.

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

1. the Association shall retain Heather Woody unlimited pursuant to the attached Proposal for Professional Coaching.

It was moved by _____ and seconded by _____ that Resolution 2011-16 be adopted, and Resolution 2011-16 was approved by a vote of __ - __.

Passed and approved this twenty-eight (28th) day of October, 2011.

PAT HARNEY, CHAIRPERSON OF THE JOINT
EMERGENCY COMMUNICATIONS SERVICES
ASSOCIATION FOR JOHNSON COUNTY
POLICY BOARD



Proposal for Professional Coaching

Coach: Heather L. Woody, President of Heather Woody Unlimited, Inc.

Client: Johnson County Emergency Communications Center (Gary)

Scope of Coaching:

The coaching assignment would cover the following topics (per initial discussions with John Lundell, Pat Harney & Dave Wilson):

1. Leadership Development – Core Leadership Effectiveness.
2. Decision Making & Plan Execution Strategies.
3. Delegation Strategies.

Upon meeting with Gary in the first session, if necessary, we will make additions to the scope of coaching per his own self-assessment of gaps in skill and ability and developmental targets.

Length of Coaching Agreement:

The initial agreement will require no fewer than 3 – 1 hour to 90 minutes coaching sessions.

Upon finish of the 3rd session, Heather, Gary and the Policy Board will review progress and assess need of additional coaching per the goals of the Policy Board and Gary.

Heather will deliver a report to the Policy Board stating assessment of the coaching engagement with Gary. The summary will include the following:

- Willingness and Engagement Level.
- Progress around specific topics (as listed above).
- Recommendations for future coaching as needed per the goals of the Policy Board and Gary.

Coaching Investment: \$175 per Hour of Coaching.