

**Joint Emergency Communications Services Association Policy Board**  
**Friday, November 18, 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 October 28, 2011 Policy Board meeting.
3. Comments from public.
4. Executive Director's Report/Update.
5. Discussion with the City of Iowa City regarding the use of JECSA's radio communications system for non-public safety radio users in Iowa City.
6. Action to approve Resolution 2011-17, clarifying, what in fact, is a "Base Package" for both mobile and portable radios provided by JECSA.
7. Action to approve Resolution 2011-18, approving the Collective Bargaining Agreement ratified by the Communications Workers of America Local 7101 to take effect July 1, 2012.
8. A public hearing to discuss the proposed JECC operating budget for the Fiscal Year 2013. Action to approve budget to publish and to be presented at the December 2011 meeting for approval.

*This public hearing is the first of two hearings on the FY 2013 budget. The purpose of this hearing is to receive public comment on the proposed FY 2013 budget. Detailed information on the budget is available from the Executive Director.*

9. Other business.
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 and Four Months Ended October 31, 2011

Prepared by:

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## TABLE OF CONTENTS

	Page No.
ACCOUNTANT'S COMPILATION REPORT	1
FINANCIAL STATEMENTS	
Statement of Net Assets	2
Statements of Activities	3
SUPPLEMENTARY INFORMATION	
Schedule I - Budgetary Comparison	4

## 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 four months ended October 31, 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

November 2, 2011

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

As of October 31, 2011

ASSETS

Current Assets:

Checking	\$	1,443,052.42
Prepaid Property and Accidend Fund Insurance		17,867.31
Prepaid Health, Dental and Life Insurance		33,299.14
Prepaid Life & Disability Insurance		431.62
Prepaid Rent		3,313.89
Prepaid Maintenance Contracts		14,585.46
Employee Advances Receivable		163.15
Total Current Assets		1,512,712.99

Property, Plant and Equipment

Land		50,125.00
Building		5,296,989.09
Equipment		15,633,293.62
Total Property, Plant and Equipment Cost		20,980,407.71
Less: Accumulated Depreciation		(2,909,490.33)
Net Property Plant and Equipment		18,070,917.38

Total Assets	\$	19,583,630.37
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LIABILITIES

Current Liabilities:

Accounts Payable	\$	1,216,848.94
Accrued Expenses		85,720.42
Payroll Taxes Payable		5,928.11
Union Dues Payable		1,008.24
IPERS Payable		16,704.70
Deferred Compensation Plan Payable		520.00
Paid Time Off Accrued		64,156.14
COPS Technology Grant Liability		2,195.06
Total Current Liabilities		1,393,081.61

Total Liabilities		1,393,081.61
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NET ASSETS

Net Assets		18,190,548.76
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Total Net Assets and Liabilities	\$	19,583,630.37
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See accountant's compilation report.

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

	<u>Oct</u>	<u>July - Oct 11</u>
Operations Budget Levy Proceeds	\$ -	\$ -
Operating Expenses:		
Salaries and Wages	132,254.66	536,029.00
Benefits	61,512.26	236,394.24
Maintenance and Repair Services	5,430.08	28,519.08
Miscellaneous Contractual Services	15,026.60	34,341.80
Commodities-Supplies/Materials	3,095.61	7,362.16
Utilities	5,574.63	15,464.39
Travel and Training	647.11	2,627.52
Telecommunications	3,559.84	27,254.87
Postage & Mailing Services	-	88.00
Annual Maintenance	3,605.41	16,158.18
Rental and Leases	2,572.10	9,959.84
Total Operating Expenses	<u>233,278.30</u>	<u>914,199.08</u>
Net Operating Income	(233,278.30)	(914,199.08)
Non-Operating Revenue		
Interest Income	322.30	1,676.33
Pop Fund Revenue	6.00	49.40
COPS Technology Grant Received	-	21,585.05
COPS Technology Grant Expenses	-	<u>(21,585.05)</u>
Net COPS Technology Grant	-	-
Excess Flex Withholding Revenue	-	2,465.62
Equipment Sale Proceeds	-	1,020.00
Non PS Radio System Fees	1,000.00	1,000.00
Depreciation Expense	<u>(182,196.84)</u>	<u>(728,787.33)</u>
Total Non-Operating Revenue	<u>(180,868.54)</u>	<u>(722,575.98)</u>
Change in Net Assets	<u>\$ (414,146.84)</u>	<u>\$ (1,636,775.06)</u>

See accountant's compilation report.

## **SUPPLEMENTARY INFORMATION**

**JOINT EMERGENCY COMMUNICATIONS SERVICES  
ASSOCIATION OF JOHNSON COUNTY  
Schedule I - Budgetary Comparison  
Four Months Ended October 31, 2011**

	<u>GAAP</u>	<u>GAAP to Budget</u>		<u>Actual</u>	<u>Budget</u>	<u>Variance (\$)</u>	<u>% of Budget</u>
Revenues:							
Operations Levy Proceeds	-	-		\$ -	\$ 2,283,364.00	(2,283,364.00)	0.0%
Operating Expenses:							
Salaries and Wages	536,029.00	-		\$ 536,029.00	1,627,719.00	(1,091,690.00)	32.9%
Benefits	236,394.24	(1,121.36) A		235,272.88	775,354.00	(540,081.12)	30.3%
Maintenance and Repair Services	28,519.08	-		28,519.08	110,774.00	(82,254.92)	25.7%
Miscellaneous Contractual Services	34,341.80	(12,724.00) B		21,617.80	102,990.00	(81,372.20)	21.0%
Commodities-Supplies/Materials	7,362.16	-		7,362.16	31,700.00	(24,337.84)	23.2%
Utilities	15,464.39	-		15,464.39	66,000.00	(50,535.61)	23.4%
Travel and Training	2,627.52	-		2,627.52	10,000.00	(7,372.48)	26.3%
Telecommunications	27,254.87	-		27,254.87	98,900.00	(71,645.13)	27.6%
Postage & Mailing Services	88.00	-		88.00	1,000.00	(912.00)	8.8%
Annual Maintenance	16,158.18	(16,024.86) C		133.32	14,849.00	(14,715.68)	0.9%
Rental and Leases	9,959.84	(1,500.02) D		8,459.82	30,400.00	(21,940.18)	27.8%
Capital Outlay	-	-		-	126,250.00	(126,250.00)	0.0%
Total Operating Expenses	<u>914,199.08</u>	<u>(31,370.24)</u>		<u>882,828.84</u>	<u>2,995,936.00</u>	<u>(2,113,107.16)</u>	<u>29.5%</u>
Net Operating Income	<u>(914,199.08)</u>	<u>31,370.24</u>		<u>(882,828.84)</u>	<u>(712,572.00)</u>	<u>(170,256.84)</u>	<u>123.9%</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	1,676.33						
Pop Fund Revenue	49.40						
Equipment Sale Proceeds	1,020.00						
Excess Flex Withholding Revenue	2,465.62						
Non PS Radio System Fees	1,000.00						
Depreciation Expense	(728,787.33)						
Change in Net Assets	<u>\$ (1,636,775.06)</u>						
A	(1,121.36)						
B	(12,724.00)						
	(1,603.23)						
	(1,666.64)						
	(7,321.67)						
	<u>(5,433.32)</u>						
C	<u>(16,024.86)</u>						
	(833.34)						
	<u>(666.68)</u>						
D	<u>(1,500.02)</u>						

See accountant's compilation report.



# MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County  
Policy Board  
Friday, October 28, 2011, at 7:300 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 August 26, 2011, Policy Board Meeting.

Motion to approve minutes by Wright; seconded by Bailey.

## 3. Comments from the public.

None.

## 4. Executive Director's report.

Albrecht stated the month of October has actually been a quiet month. He stated that negotiations with the CWA have begun. In fact three bargaining sessions have been held with the next session slated for November 1<sup>st</sup>.

Albrecht said that on Wednesday November 2<sup>nd</sup> interviews would be held again for the position of Emergency Communications Coordinator. He said there were a total of seven candidates, four internal and three external. Albrecht stated that the final full-time dispatch position has been filled and we are now up to full staff, however the two new hires are still in training.

Albrecht said that he and Harney attended a meeting of the Old Capitol Kiwanis Club on the 20<sup>th</sup> of October. Albrecht updated the Board about the September UAC meeting. He stated the UAC is recommending that the installation of mobile radios be included in the base package for mobile radios. Albrecht stated up until now installation has been the responsibility of the user agency. The UAC would like that clarified. The UAC is further recommending 1 mobile and 6 portables for Coralville Fire for Fiscal year 2013, as well as two mobiles for Iowa City PD and 2

AVL and mobile solution licenses for Johnson County Sheriff. Albrecht stated the cost of those purchases would be included in the Budget Presentation set for November 18<sup>th</sup>.

Albrecht informed the Policy Board that North Liberty Public Works and Mercy Hospital Safety and Security went live on the JECC radio system, during the month of October. Albrecht added that an agreement has been reached with the Iowa Department of Transportation and they should be bringing an additional two radios onto the JECC system sometime in November.

Albrecht concluded by advising the Board of a fire in the Moat which occurred on October 22<sup>nd</sup>. He said it was caused by a resident of Chatham Oaks and that Chatham Oaks Administration had been advised of the issue and had already addressed it. Albrecht said the Iowa City Fire Department had the fire out in quick order.

## **5. Update on non-public safety radio dealings with the City of Iowa City.**

Corporate Counsel Jeff Stone spoke to this issue. He stated he has been working with the City of Iowa City Attorney's office on this issue. He said there are actually two issues, the first being pricing and the second being terms and conditions that would be agreeable to both sides. Stone stated Iowa City doesn't want to have user fees or set-up fees and would like to have a member of the University of Iowa Department of Parking and Transportation to sit on the User Advisory Committee. Stone added he wanted to let the Board know that the conversations were ongoing, and that there is no guarantee that an agreement will be reached, however both sides are working towards that end. Wilson stated that we need to be careful because the frequencies used by the JECC are designated for Public Safety use, not general government use. He added that he was upset that there are objections to the pricing structure because it is a similar pricing structure to what Iowa City had when they ran their radio system. Additionally Wilson said the Iowa City agencies looking to join the JECC system, make a substantial amount of money and will use a significant amount of system capacity, so therefore, they should pay for that service.

Harney stated the system was designed to include public works and other similar agencies so all could talk with Public Safety in the event of a disaster. Albrecht added that North Liberty Public Works has joined the system and had no problems with the pricing structure. Pulkrabek asked if some agency had indicated our fees were too high. Stone said the City of Iowa City has stated it does not want to pay any fees. Pulkrabek and Wilson both stated they didn't think our fee structure was out of line.

## **6. Action to approve Resolution 2011-15, Amendment to the Communications Tower Ground Lease and Access Agreement with Walter and Dolores Plotz.**

Stone stated that the Plotz's tax assessment on the property that they lease to JECSA for one of our radio towers went up approximately 600 dollars annually because the property is now considered commercial and not agricultural. He stated he believed it would only be fair, since JECSA is leasing the property, for JECSA to reimburse the Plotzs for the tax assessment increase. Bailey asked if this was typical. Stone said it was because the lease was with a private land owner. Harney stated that the tax assessment was lowered considerably from the original assessment. Stone said he believed it was the fair and equitable thing to do. Bailey agreed.

Pulkrabek stated the lease deal with the Plotzs has been a good deal from the beginning and this is only fair.

A motion to approve Resolution 2011-15 was made by Pulkrabek; seconded by Bailey. Motion to approve passed 7-0.

**7. Discussion regarding installation of mobile radios as part of the base package.**

Albrecht said the UAC has asked for clarification from the Board as to whether or not installation should be included in the base package of a mobile radio for either, police, fire or ambulance. Albrecht stated up until this point if any additional radios are requested by member agencies, JECC would provide the radio but the installation was up to the agency. Albrecht said the UAC felt that installation was included in the original purchase of radios and therefore should be included as we move forward. Barry Bedford former chair of the UAC clarified that this was just initial installation. He stated any subsequent installation of the radio because of a move to a different vehicle would be the responsibility of the agency. Bedford added that the Policy Board previously said the radio would be no good if it wasn't installed and therefore would pay for the installation. He said the UAC has asked for clarification on this issue.

Pulkrabek said the original intent was to make Departments whole, saying we removed a radio from your car and gave you a new one so we will install it. He said it did not take into consideration fleet expansion down the road. Harney said his issue was that an install would differ from vehicle to vehicle and there would need to be discussion as to who would cover what. Therefore he believed it should be the responsibility of the agency. Wilson agreed it should be the responsibility of the agency that requested the radio. He stated the install should be part of the purchase of the new vehicle.

The Board asked Albrecht to bring to them, for the November meeting, a resolution spelling out the base package for both portables and mobiles for action by the Board. Harney said he believed it made sense for the Board to approve a resolution spelling out the base package, for both mobiles and portables for all future requests, for additional radio equipment.

**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).**

A motion to adjourn to Executive Session was made by Bailey, seconded by Wright. Motion passed 7-0.

**10. Action to approve Resolution 2011-16 regarding professional development opportunity.**

Harney stated the Board has agreed to consider the employment of an executive coach for Albrecht. He stated Albrecht's participation was considered voluntary.

A motion to approve Resolution 2011-16 was made by Bailey, seconded by Salm. Motion passed 7-0.

Albrecht stated he was good with the decision and looked forward to the training as often times people in his position don't receive additional training because of their position in the organization. Lundell said he believed it would be beneficial for both Albrecht and the Board. Harney said he believed the JECC was moving in the right direction.

Harney asked for an update on the JECC Standard Operating Procedures manual. Albrecht said the suggestions from the UAC were currently being implemented into the manual and he hoped the project would be completed shortly. Bailey said she would love to have the SOP's done before she leaves the Board.

**11. Consider a Motion to adjourn the meeting.**

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



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

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Monday November 14, 2011

Dear Policy Board Members:

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

The month of November, so far, has been very quiet. I know that will all change this Friday. JECC administrative staff has spent the majority of the month working on the proposed FY 2013 budget as well as Union Contract Negotiations.

The proposed FY 2013 Budget for the most part is self explanatory. You have been given a line item proposal in your agenda packet. The beginning of discussions will be this Friday the 18<sup>th</sup>, at the first public presentation of the proposed budget.

You will also be asked on Friday to approve the tentative contract with the Communications Workers of America. JECC administrative staff and the union bargaining team came to the tentative agreement on November 8<sup>th</sup>. You will notice that included in this week's packet are just the items that were bargained on. They will be drafted into the entire contract once ratification takes place. The major bargaining points were again salary and health insurance. The union has agreed to have a single receiving health insurance pay 5 dollars per month towards that insurance. All others will now pay 45 dollars a month instead of 40 dollars a month.

The union had been seeking a 5 percent wage increase a year for three years. We have agreed upon a 1.5% wage increase a year for two years. It would be my recommendation that this tentative deal be approved by the Policy Board.

You are also being asked on Friday to approve a resolution which will set the much talked about "base package" for both mobile and portable radios. This is something the Policy Board has talked about in length and last month asked for it to be in writing in the form of a resolution to be brought to the Board in November.

Finally, representatives of the City of Iowa City have asked to address the Board concerning the use of the JECC radio system for Iowa City non-public safety radios. I apologize but I have no supporting documentation for this discussion. The request was made through Policy Board member Mike Wright.

Respectfully submitted this 14<sup>th</sup> day of November, 2011

Gary Girard Albrecht

RESOLUTION NO. 2011-17

**RESOLUTION CLAIRIFYING WHAT IN FACT IS A “BASE PACKAGE”  
FOR BOTH MOBILE AND PORTABLE RADIOS PROVIDED BY JECSA.**

WHEREAS, the Joint Emergency Communications Services Association of Johnson County (“Association”) has decided to define what constitutes a “base package” for both portable and mobile radios provided by the Association.

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

1. the “base package” for portable radios includes a radio, antenna, battery, spare battery, battery charger, police or fire speaker microphone, and belt clip or radio holder;
2. the “base package” for mobile radios has includes a radio, standard antenna, power cables, and all mounting brackets and excludes installation of the radio;
3. the definitions of the “base package” shall apply prospectively and shall not apply retroactively.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that Resolution 2011-17 be adopted, and Resolution 2011-17 was approved by a vote of \_\_ - \_\_.

Passed and approved this eighteenth (18th) day of November, 2011.

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

RESOLUTION NO. 2011-17

**RESOLUTION TO APPROVE THE COLLECTIVE BARGAINING AGREEMENT RATIFIED BY THE COMMUNICATIONS WORKERS OF AMERICA LOCAL 7101, TO TAKE EFFECT JULY 1, 2012.**

WHEREAS, the Joint Emergency Communications Services Association of Johnson County (“Association”) has bargained in good faith with the Communications Workers of America (“CWA”) on a proposed collective bargaining agreement to become effective on July 1, 2012.

WHEREAS, on November 8, 2011, representatives of the Association and CWA reached an agreement on the terms of a proposed collective bargaining agreement to be presented for ratification.

WHEREAS, the CWA rank and file ratified the proposed collective bargaining agreement on November 15, 2011.

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

1. the collective bargaining agreement is ratified.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that Resolution 2011-17 be adopted, and Resolution 2011-18 was approved by a vote of \_\_ - \_\_.

Passed and approved this eight-tenth (18th) day of November, 2011.

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

11/8/11

**JECSA FINAL OFFER  
FOR COLLECTIVE BARGAINING AGREEMENT  
WITH COMMUNICATIONS WORKERS OF  
AMERICA LOCAL 7101 FOR CONTRACT BEGINNING JULY 1, 2012**



## Article 2 - DEFINITIONS

**Probationary Employee:** Individuals who are new full-time employees but have not completed a six (6) month training period. Such employees are not eligible for shift bidding under Article 3.04, to sign up for additional shifts/hours under Article 5, for leave of absence under Article 11.04 or to bid under Article 16.03. Probationary employees earn holiday time under Article 10, personal days under Article 11.05, sick leave under Article 11.06, and vacation under Article 12.01, but may not take holiday, personal day or vacation during their first four (4) months.

## Article 3 - HOURS OF WORK AND PAYROLL

**3.01** The JECSA workweek begins at 12:00 a.m. on Sunday and ends at 11:59:59 p.m. on the following Saturday. The normal workweek is a consecutive seven (7) day period. The normal workday is eight (8) or ten (10) hours. Full-time employees are generally scheduled for forty (40) hours of work during the workweek if possible, and are expected to work their scheduled hours. Regularly scheduled shifts for full-time employees are as follows:

Day Shift: 0700-1500/1700  
 Evening Shift: 1500-2300/0100 and  
 Night Shift: 2100/2300-0700

Shifts and work days will may be established by the Executive Director or designee, based on the needs of JECSA. Shifts starting at or after 3:00 p.m. and before 9:00 p.m. will receive a shift premium of \$3.35 per hour and shifts starting at or after 9:00 p.m. and before 7:00 a.m. will receive a shift premium of \$.35 per hour.

**3.08** An employee who is called in for training/meeting outside of (and not adjacent to) his/her scheduled shift for that day shall receive a minimum of two (2) hours of pay.

### **3.09** Rest Period

An employee may not be forced to work more than eight (8) additional hours beyond their normally scheduled shift, or forced to work more than sixteen (16) total consecutive hours. Any employee who works "emergency coverage" overtime, as defined in Article 5, Section 5.04, will be provided with a minimum rest period of ten (10) consecutive hours between shifts. Shifts will be modified to accommodate these limitations as needed by the shift supervisor.

## Article 5 - ASSIGNMENT OF ADDITIONAL SHIFTS/HOURS

Modify the last paragraph of 5.02 as follows:

Any shifts/hours that remain open as of the 25<sup>th</sup> after sign up closes and after shifts/ hours have been awarded will be assigned in chronological order of

the shift/hours. The first block/hours will be assigned to the employee nearer the top of the List who has a regularly scheduled shift preceding the open shift/hours. The second block/hours will be assigned to the employee nearer the top of the List who has a regularly scheduled shift following the open block/hours.

Modify the last paragraph of 5.03 as follows:

If the second block is not covered, ~~JECSA will attempt to contact a full-time Dispatcher in order from the List on the following shift. The first one contacted will be assigned to work. If JECSA cannot contact a Dispatcher on the following shift, the Dispatcher covering the first block shall also cover the second block until a replacement can be found.~~ the full-time Dispatcher nearer the top of the List working the following shift will be assigned to work.

Modify the last two sentences of 5.05 as follows:

... Employees may accumulate up to ~~40~~50 hours of compensatory time. Employees with ~~40~~50 hours of accumulated compensatory time must take overtime pay until their compensatory time drops below ~~40~~50 hours. ...

## **Article 7 - ATTENDANCE**

**7.02** To avoid being tardy, an employee must be at his/her workstation and ready to assume his/her duties no later than 6:59:59 a.m. (day shift), 2:59:59 p.m. (evening shift), 10:59:59 p.m. (~~midnight~~ shift) or any other time that he/she is scheduled to start work. Exceptions shall be granted to any employee who has made a prior approved trade arrangement with a person he/she is scheduled to relieve. An arrangement of this type must be made with enough advance notice so that the on-duty personnel have the option of declining the request.

## **Article 10 - HOLIDAYS**

Modify next to last sentence as follows:

... ~~Twenty-four (24)~~ **Thirty-two (32)** unused holiday hours may be carried over at the end of the fiscal year. ...

## **Article 11 - ABSENCE FROM WORK**

Modify first sentence of 11.01 as follows:

All full-time employees are provided with up to three (3) paid working days (five days in case of a death of a **parent**, spouse or child) as funeral leave to

attend the funeral, or handle related matters, caused by the death of a member of his or her immediate family. ...

### **11.02 Jury Duty**

If an employee is required to serve for jury duty, he/she must submit a copy of the summons to the Executive Director or designee. Jury duty is considered an authorized absence from work and the employee will receive his/her regular pay for scheduled work hours missed while performing this duty. Because the employee will continue to be paid by JECSA, the employee will be required to turn over any remuneration received for performing jury service to JECSA. ~~Mid~~Night shift employees may elect to use compensatory time, vacation, holiday and/or personal day for the ~~mid~~night shift prior to initially reporting for jury duty. Any employee released from jury duty with two or more hours remaining in the regularly scheduled shift, or with eight (8) or more hours until the start of the employee's regular shift, shall report for duty.

### **Article 12 - VACATIONS**

Add new paragraph:

JECSA will post in a manner accessible to all employees all approved, denied or pending time off requests (including date of approval or denial or date pending).

### **Article 14 - BENEFITS**

Amend sentence in paragraph 14.04 as follows:

JECSA will pay the cost of the medical, hospitalization, vision and dental plans for full-time employees. Employees must contribute ~~\$205~~ per month towards the cost of a single plan, \$40 per month toward the cost of an employee plus spouse or employee plus children plans and ~~\$4045~~ per month towards the cost of ~~non-single~~ an employee/spouse/children plans. In addition, employees selecting non-single plans for vision insurance must pay the costs above a single plan.

### **Article 15 - WAGES**

Add 1.5% to all steps on July 1, 2012 and July 1, 2013.

**Article 18 - GRIEVANCE PROCEDURE**

Should any employee grievance or dispute arise over the interpretation and application of this Agreement, it shall be settled in accordance with the following procedure:

The grievance or dispute should first be taken up between the employee and his/her immediate supervisor. The employee and/or a steward may also discuss the grievance with the Executive Director or designee before Step 1. It shall be the duty and responsibility of the Union representatives and the stewards to make every effort to encourage employees to settle all grievances through the established grievance procedure without any interference with the performance of JECSA's services.

Grievances must be taken up promptly and awards and settlements thereof shall in no case be retroactive beyond ~~ten (10)~~ fourteen (14) days prior to the date on which the grievance was timely presented in written form in Step 1. If a grievance is not presented within the time limits specified, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. The time requirements at any step of the grievance procedure may be extended by mutual agreement between the Union and JECSA. Such extension must be confirmed in writing.

The procedures set forth herein shall constitute the sole and exclusive method for the determination, decision, adjustment or settlement between the parties of any and all grievances and shall constitute the sole and exclusive remedy, except as may be otherwise provided by law.

Step 1: A written Step 1 grievance must be presented to the Executive Director or designee within ~~ten (10)~~ fourteen (14) calendar days of the event which is the basis of the grievance or dispute or within ~~ten (10)~~ fourteen (14) calendar days of the date such employee should have known with due diligence of such event, whichever is the later. If no timely written Step 1 grievance is filed, it shall be deemed waived and entitled to no further consideration. Such written Step 1 grievance shall set forth the facts involved and the specific Article/Section of this Agreement which are alleged to have been violated.

Within ~~ten (10)~~ fourteen (14) calendar days after receipt of the written Step 1 grievance, the Executive Director or designee shall indicate his decision in writing with a copy to the Union steward. If the matter is not settled at this point, it shall advance to Step 2.

Step 2: The matter shall be considered at a meeting between the grievant and/or Union steward and the designated representatives of the Employer. JECOSA will make its written disposition on the matter within ~~ten (10)~~ fourteen (14) calendar days after the close of such meeting. The Union's International Business Representative may attend and participate in all matters pertaining to the grievance at Step 2 and beyond.

Step 3: A grievance not settled under the preceding steps shall, at the written election of the Union, be submitted to arbitration. A written election for arbitration shall be made within ~~ten (10)~~ fourteen (14) calendar days from the date of the written response from Step 2. The written election for arbitration shall be directed by the grieving party to the other party. If the Union does not make a timely election for arbitration, the grievance shall be considered as satisfactorily settled on the basis of JECOSA's last decision and not subject to further appeal.

Within ~~ten (10)~~ fourteen (14) calendar days from the date of the receipt of the written election for arbitration, JECSA and the Union shall confer and either mutually agree upon an arbitrator or jointly petition the Iowa Public Employment Relations Board to submit a list of five (5) arbitrators from which one (1) arbitrator shall be selected to hear and decide the grievance. JECSA and the Union shall confer within ~~ten (10)~~ fourteen (14) calendar days from the receipt of said list and alternately strike four (4) names from the submitted list and the person whose name is left shall be the arbitrator. The party making the first strike shall be decided by the flip of a coin. Provided, however, the Union and JECSA may mutually agree that the list of proposed arbitrators submitted is unacceptable and will thereafter jointly petition the Iowa Public Employment Relations Board for a new list of five (5) arbitrators.

The arbitrator shall conduct a hearing on the grievance within a reasonable time and shall be empowered to rule on all disputes concerning the interpretation and application of this Agreement. However, the arbitrator shall have no power to add to, subtract from or modify any of the terms of this Agreement. The decision reached by the arbitrator shall be final and binding upon the parties to the extent permitted by law. Unless otherwise agreed to by JECSA and the Union, the decision of the arbitrator and the findings upon which it is based shall be in writing and the copies thereof presented to each party within thirty (30) days from the date the matter is fully submitted to the arbitrator.

Each party shall have equal time to present its case. The party initially requesting arbitration shall present its case first. Each party shall bear all the expense incurred in the presentation of its case, and both parties shall equally share the expense of the arbitrator and other incidental and necessary expenses involved.

No dispute concerning the job classifications and rates therefor shall be subject to a grievance or arbitration unless during the period of this Agreement JECSA materially changes the job duties of an existing job or creates a new job classification.

**Article 20 - GENERAL PROVISIONS**

Amend paragraph 20.03 as follows:

**20.03 Effective Period**

This Agreement shall be effective from ~~April 1, 2011~~ July 1, 2012 and shall continue to remain in full force and effect until its expiration on June 30, ~~2012~~ 2014, ~~except that any changes in insurance called for by Article 14 and the 2% wage increase set forth in Appendix A will take effect July 1, 2011.~~

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James M. Peters

**FY 2013 Budget Request**

Detail Worksheet

**FY 2013 Proposed Draft for Discussion at November 18, 2011 Policy Board Meeting**

**DEPARTMENT NAME:** Joint Emergency Comm. Center

**FUND#:** Supplemental Levy 911

	<i>BASE CODE</i>	<i>DETAIL CODES</i>	<i>Actual FY 2011</i>	<i>Approved FY 2012</i>	<i>Proposed FY2013</i>
<b><u>Revenues</u></b>					
General Supplemental Fund			\$2,283,364	\$2,662,570	\$3,815,965
Co-Locates			\$0	\$0	\$0
Non-public safety			\$0	\$0	\$2,150
Draw on Reserves			\$953,648	\$333,366	\$0
Grants			\$0	\$0	\$0
<b>TOTAL REVENUE</b>			<b>\$3,237,012</b>	<b>\$2,995,936</b>	<b>\$3,818,115</b>
<b><u>Position Summary/ FTE's</u></b>					
Salariated Exempt			5.00	4.00	4.00
Dispatchers - Full-time			25.00	25.00	25.00
Dispatchers - Part-time			2.00	1.00	1.50
<b>TOTAL FTE</b>			<b>32.00</b>	<b>30.00</b>	<b>30.50</b>
<b><u>Personnel Services - Salary and Wages</u></b>					
Wages - Salaried Exempt			\$285,016	\$282,000	\$288,000
Wages - Non-Exempt			\$1,172,453	\$1,165,892	\$1,227,736
Wages - Part-time			\$19,194	\$38,334	\$52,366
Overtime			\$92,176	\$81,768	\$101,505
Shift Differential			\$0	\$0	\$11,186
Cost of Living Adjustment (COLA)			\$0	\$42,000	\$32,500
Merit Increases			\$0	\$9,000	\$3,000
Longevity			\$0	\$8,725	\$11,000
			<b>TOTAL</b>	<b>\$1,627,719</b>	<b>\$1,727,293</b>
<b><u>Personnel Services - Benefits</u></b>					
Group Life			\$2,590	\$3,300	\$3,300
IPERS Retirement System			\$105,320	\$103,300	\$139,400
Social Security/Medicare (FICA)			\$114,093	\$112,200	\$131,293
Health Active			\$449,031	\$522,144	\$456,422
Health Self-Funded			\$0	\$0	\$70,000
Dental Active			\$19,575	\$19,400	\$22,864
Vision Insurance			\$2,491	\$2,500	\$2,833
Long Term Disability			\$2,963	\$3,500	\$3,500
Short Term Disability			\$0	\$0	\$0
State Unemployment (SUTA)			\$7,023	\$1,500	\$9,250
Vacation/Sick Pay carry-over			\$0	\$0	\$0
Deferred Compensation			\$0	\$0	\$0
Flex Benefits			\$616	\$600	\$675
Workers Compensation Insurance			\$0	\$3,070	\$4,500
Cellular Phone Reimbursements			\$0	\$3,840	\$3,840
HRA Fees (Health Reimbursement Account)			\$0	\$0	\$1,750
EAP Program			\$0	\$0	\$900
Benefits - Other			\$4,631	\$0	\$0
			<b>TOTAL</b>	<b>\$775,354</b>	<b>\$850,527</b>
<b><u>Contractual Services - Maintenance and Repair Services</u></b>					
Software			\$1,314	\$0	\$7,800
Hardware			\$0	\$0	\$5,500
Building			\$3,227	\$1,000	\$5,000



	<i>BASE CODE</i>	<i>DETAIL CODES</i>	<i>Actual FY 2011</i>	<i>Approved FY 2012</i>	<i>Proposed FY2013</i>
Grounds			\$12,873	\$10,000	\$12,900
Janitorial Services			\$20,692	\$14,000	\$12,600
Mechanical			\$347	\$1,500	\$1,500
Tower Site Maintenance			\$0	\$500	\$3,400
Harris Radio System/Backbone Maintenance			\$0	\$0	\$0
Harris Mobile and Portable Maintenance			\$0	\$0	\$22,050
Harris Mobile and Portable Preventative Maintenance			\$0	\$51,024	\$5,081
Harris Mobile & Portable Maintenance including Preventive Maint. (FY2014)			\$0	\$0	\$0
Harris Software FX			\$0	\$0	\$0
Harris Sums FX			\$0	\$0	\$20,625
Harris Sums Plus			\$0	\$0	\$24,750
Paging, Fire Alerting, NetClock, and Network Monitoring			\$0	\$3,000	\$0
Zetron Fire Station Alerting (Racom)			\$0	\$0	\$0
Interop Equipment (Racom)			\$0	\$3,000	\$6,000
Emerson UPS & Liebert Cooling Units			\$0	\$17,100	\$17,100
S2HID Card and OnSSI Security Camera			\$0	\$0	\$9,053
TAC-10 CAD			\$0	\$0	\$0
GeoComm			\$0	\$0	\$0
Viper 911 System			\$0	\$0	\$0
Viper 911 System - DPS Expansion			\$0	\$9,650	\$28,925
Exacomm Logging Recorder			\$0	\$0	\$0
			<b>\$38,453</b>	<b>\$110,774</b>	<b>\$182,284</b>
<b><i>TOTAL</i></b>					
<b><i>Contractual Services - Miscellaneous Contractual Services</i></b>					
Software Purchases			\$9,909	\$5,000	\$5,000
Voice & Data Cons.			\$0	\$0	\$0
Refuse Disposal Serv.			\$1,114	\$1,000	\$1,000
Pest Control Serv.			\$604	\$600	\$600
Onsite Training Serv.			\$0	\$0	\$0
Fire Alarm Monitoring/Inspections			\$1,999	\$1,490	\$2,550
Consulting			\$80,707	\$10,000	\$10,000
Legal Services			\$0	\$20,000	\$35,000
Accounting/Payroll			\$38,486	\$20,000	\$35,500
HR Services			\$0	\$10,000	\$10,000
Financial Audit			\$0	\$0	\$15,000
Insurance - Property			\$19,374	\$14,250	\$14,963
Insurance - General Liability			\$0	\$10,100	\$10,605
Insurance - Public Officials Liability			\$0	\$1,250	\$1,313
Insurance - Law Enforcement Liability			\$0	\$4,650	\$4,883
Insurance - Umbrella			\$0	\$4,650	\$4,883
Foreign Language Service			\$0	\$0	\$0
NCC Group Software Escrow (TAC-10)			\$0	\$0	\$2,350
Code Red Software			\$0	\$0	\$28,000
Misc. Contractual Services - Other			\$2,525	\$0	\$0
			<b>\$154,717</b>	<b>\$102,990</b>	<b>\$181,647</b>
<b><i>TOTAL</i></b>					
<b><i>Commodities - Supplies and Materials</i></b>					
Forms & Stationery			\$0	\$0	\$0
Office Supplies			\$6,958	\$10,000	\$10,000
Custodial Supplies			\$112	\$0	\$0
Uniforms			\$5,451	\$0	\$0
Books & Publications			\$4,204	\$800	\$1,500
Subscriptions			\$5,659	\$5,100	\$5,700
Pre-employment Testing			\$0	\$0	\$0
Minor Equipment/Tools			\$3,891	\$1,500	\$3,500
Building M&R Materials			\$335	\$0	\$2,500
Electrical M&R Materials			\$733	\$300	\$1,000
Mechanical M&R			\$3,266	\$2,000	\$3,000
Com. M&R Parts			\$2,957	\$2,000	\$2,500
IT M&R			\$0	\$5,000	\$7,500

	<i>BASE CODE</i>	<i>DETAIL CODES</i>	<i>Actual FY 2011</i>	<i>Approved FY 2012</i>	<i>Proposed FY2013</i>
LP Gas/Diesel Private Co			\$0	\$0	\$500
User Equipment for Mobiles			\$0	\$2,500	\$0
User Equipment for Portables			\$0	\$2,500	\$0
		<i>TOTAL</i>	<b>\$33,567</b>	<b>\$31,700</b>	<b>\$37,700</b>
<b><u>Other Charges - Utilities</u></b>					
Electricity			\$52,204	\$36,000	\$30,000
Water & Sewer			\$774	\$800	\$850
Propane Gas			\$0	\$900	\$0
Diesel Fuel (back-up power)			\$0	\$1,000	\$0
Electricity - IP Tower			\$0	\$6,000	\$4,500
Electricity - Stutzman Tower			\$0	\$4,800	\$5,000
Electricity - Plotz Tower			\$0	\$5,100	\$5,100
Electricity - Oakdale			\$0	\$6,600	\$5,800
Electricity - Solon Tower			\$0	\$4,800	\$4,400
		<i>TOTAL</i>	<b>\$52,978</b>	<b>\$66,000</b>	<b>\$55,650</b>
<b><u>Other Charges - Travel and Training</u></b>					
Meals/Lodging Expenses			\$4,885	\$1,000	\$3,000
Training, Conferences, Travel Costs			\$6,487	\$8,000	\$15,000
Mileage Reimbursement			\$1,718	\$1,000	\$1,500
		<i>TOTAL</i>	<b>\$13,090</b>	<b>\$10,000</b>	<b>\$19,500</b>
<b><u>Other Charges - Communications - Telecommunications</u></b>					
PRI Circuit-Iowa Telecom			\$10,049	\$10,000	\$10,000
Analog Lines/Long Distance-Iowa Telecom			\$2,036	\$2,500	\$2,500
Internet-Iowa Telecom			\$14,211	\$14,400	\$15,246
Cellular Phone Services			\$3,486	\$0	\$0
State IOWA/NCIC Connection			\$71,388	\$72,000	\$81,444
Qwest 911 service			\$23	\$0	\$0
		<i>TOTAL</i>	<b>\$101,194</b>	<b>\$98,900</b>	<b>\$109,190</b>
<b><u>Other Charges - Communications - Postage and Mailing Services</u></b>					
USPS and Mailing Services			\$259	\$1,000	\$1,000
		<i>TOTAL</i>	<b>\$259</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b><u>Other Charges - Dues and Memberships</u></b>					
Dues & Memberships			\$200	\$0	\$0
		<i>TOTAL</i>	<b>\$200</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Annual Maintenance</u></b>					
ShoreTel Phone System			\$6,413	\$7,000	\$7,000
SonicWall Firewall			\$0	\$0	\$2,000
SPAM Filter Software			\$99	\$99	\$99
Antivirus Software			\$660	\$2,500	\$2,500
Backup Software			\$5,000	\$5,000	\$5,000
Network Monitoring Software			\$0	\$0	\$125
SSL Certificate			\$328	\$250	\$250
Viper 911 Router Maintenance			\$0	\$0	\$500
Uninterrupted Power Source			\$17,108	\$0	\$0
Escrow Account for TAC-10 Software			\$0	\$0	\$2,150
JECC Website Renewal			\$0	\$0	\$50
DeskPro Ticketing Software			\$0	\$0	\$95
Annual Maintenance - Other			\$90,324	\$0	\$0

	<i>BASE CODE</i>	<i>DETAIL CODES</i>	<i>Actual FY 2011</i>	<i>Approved FY 2012</i>	<i>Proposed FY2013</i>
			<b>\$119,932</b>	<b>\$14,849</b>	<b>\$19,769</b>
<b><u>Rental and Leases</u></b>					
Building / Property			\$0	\$0	\$0
Equip / Non Real Prop/Copier			\$2,855	\$4,100	\$3,500
JECC/EMA Copier			\$2,596	\$1,800	\$2,700
Solon Tower Site Lease			\$20,101	\$20,000	\$21,600
Plotz Tower Site Lease			\$4,000	\$2,000	\$2,600
Lone Tree REC Tower Site Lease			\$2,500	\$2,500	\$3,000
Property Taxes			\$46	\$0	\$0
			<b>\$32,098</b>	<b>\$30,400</b>	<b>\$33,400</b>
<b><u>Capital Outlay</u></b>					
Computer Equipment			\$3,216	\$0	\$0
Software			\$0	\$0	\$6,000
Radio System & Communications			\$199,692	\$0	\$0
Mobile Radios			\$0	\$55,000	\$17,000
Portable Radios			\$0	\$60,000	\$33,000
Electronic & Photographic			\$0	\$0	\$0
Furniture & Fixtures			\$1,471	\$0	\$0
Machinery/Tools/Instruments.			\$0	\$0	\$0
Spares/Replacements/Supplies			\$0	\$0	\$0
UPS Battery Replacements			\$0	\$11,250	\$11,250
Miscellaneous/Cash Reserve			\$0	\$0	\$500,000
DPS Backup PSAP			\$7,000	\$0	\$0
			<b>\$211,379</b>	<b>\$126,250</b>	<b>\$567,250</b>
<b>GRAND TOTAL</b>			<b>\$3,035,036</b>	<b>\$2,995,936</b>	<b>\$3,785,209</b>