
MEETING MINUTES

Johnson County Joint Emergency Communication Center (JECC) Policy Board

Meeting Date: July 7, 2008

Attendees:

Henry Herwig,	City of Coralville (JECC Policy Board)
Pat Harney,	Johnson County Supervisor (JECC Policy Board)
Regenia Bailey,	City of Iowa City (JECC Policy Board)
Lonny Pulkrabek,	Johnson County Sheriff (JECC Policy Board)
Tom Salm,	City of North Liberty (JECC Policy Board)
Dave Wilson,	Johnson County Emergency Management (JECC Policy Board)
Mike Wright,	City of Iowa City (JECC Policy Board)
Jeff Davidson,	City of Iowa City
Andy Rocca,	Iowa City Fire Department Chief
Jim Thayer,	Johnson County Sheriff's Dept.
Sam Hargadine,	Iowa City Police Chief
Rick Wyss,	Iowa City Police
Nancy Sereduck,	Iowa City Police
Steve Flake,	Lone Tree Fire and Rescue
Joe Rasmussen,	Public Professional and Maintenance Employees (PPME)
Kevin Monson,	Neumann Monson Architects
Bill Hoefler,	Neumann Monson Architects

Minutes by: Bill Hoefler

1. Call to Order by Jeff Davidson

2. Consider election of Chairperson and Vice Chairperson

- a. Bailey nominated Henry Herwig for Chairperson. Second by Wright. Motion carried 6-0 (Dave Wilson not present).
- b. Bailey nominated Pat Harney for Vice Chairperson. Second by Pulkrabek. Motion carried 6-0 (Dave Wilson not present).

3. Considered meeting minutes of the May 21, 2008 JCCOG Joint Emergency Communication Center Subcommittee meeting

a. Jeff Davidson made the following comments/corrections:

- i. Item 4.c.ii. The City of Iowa City (not JCCOG) will issue the RFP through the Public Works department. All official action on RFPs and bids will be by the JECC Policy Board.
- ii. Item 4.c.iv. Due to flooding the mandatory prebid meeting has been rescheduled to July 31, 2008.
- iii. Item 5.c. Elert has not yet been retained to design the Multi-Media and Audio-Visual systems. Action on Elert's proposal will be considered at the July 7, 2008 Policy Board meeting.

4. Public discussion:

a. None

5. Final approval of Executive Director job description and recruitment protocol

- a. Wright moved to approve the Executive Director job description as included in the meeting agenda packet. Second by Salm. Motion carried 6-0 (Dave Wilson not present)
- b. Discussion of the recruitment process:
 - i. Jeff Davidson will prepare the advertisement.
 - ii. Elert will oversee the recruitment process.
 - A. Elert will advertise on two industry organization websites. Pulkrabek requested that the advertisement also be listed on several public safety organization websites; Davidson will pass this request on to Elert.
 - B. Elert will screen applicants, issue and score a questionnaire to selected applicants and make recommendations of finalists.
 - C. Policy Board will interview finalists.
 - D. The Policy Board has requested that the entire board (and not a subcommittee) see the list of applicants at each stage in Elert's screening and review process; Davidson will pass this instruction on to Elert.
 - iii. The goal is to have someone hired by October 2008.

6. Discuss support services

- a. Jeff Davidson reported that he had received preliminary responses from both City of Iowa City and Johnson County. Both are willing to provide services, but could not

provide specifics until more information was known. Iowa City was not interested in providing buildings and grounds services.

- b. Both entities felt the JECC should not use the City or County attorneys for legal counsel, but rather an outside source.
- c. Davidson proposed that the Policy Board leave the finalization of support services to the future Executive Director, who would bring a proposal to the board in the future.
- d. City of Iowa City will provide HR support for the time being.

7. Discuss and consider action on AV additional services consultant contract

- a. The payment of these additional services (approximately \$25,000.00) would be divided using the already established percentages: 40% Johnson County, 40% Iowa City, 15% Coralville, 5% North Liberty.
- b. After discussion, Wilson moved to approve the AV additional services consultant contract as included in the meeting agenda packet. Second by Salm. Motion carried 7-0.

8. Discuss and consider action on property lease at County farm

- a. The lease is still being prepared by the County attorney. It will be a 99-year lease for a nominal fee.
- b. The final lease will be presented at the next Policy Board meeting.

9. Consider action on energy efficiency strategies to incorporate into the building plans and specifications

- a. Neumann Monson is continuing to work through the MidAmerican energy design assistance program with the Weidt Group and the JECC Work Group. Final bundle strategy selections will be presented at the next Policy Board meeting.
- b. The Weidt Group is modeling the building based on the current design, including the decisions made at the earlier LEED workshop.
- c. The criteria Neumann Monson and the Work Group are using in evaluating the strategies are:
 - i. Energy use
 - ii. Optimizing performance of staff
 - iii. Recognition that the energy costs used in the model are fixed at today's rates, and that actual payback periods may be shorter if energy costs continue to escalate.

10. Consider adoption of risk mitigation strategies

- a. The document describing the risk mitigation strategies for the project has been updated, based on continued discussion since April subcommittee meeting, to reflect the current design of the building.

- b. The document also now includes more detailed information regarding the design of the communications tower. The board would like to review the estimated cost difference between a tower designed for 90mph and 150 mph wind speeds.
- c. Bailey moved to adopt the Risk Mitigation Strategies as included in the meeting agenda packet. Motion seconded. Motion carried 7-0.

11. Review construction budget

- a. Neumann Monson presented the Opinion of Probable Cost for Building and Site Work included in the meeting agenda packet.
 - i. The Construction Costs are estimated to be about \$4,952,000.00 with a total Project budget estimated at \$5,946,000.00.
 - ii. Jeff Davidson noted only 20% of the estimated consultant fees will come from tax levy; the remaining 80% has already been committed to through the municipalities participating in the design process through JCCOG.
 - iii. Neumann Monson will continue to investigate ways to reduce the construction cost of the project.
- b. Lonny Pulkrabek inquired about the cost of a vacuum tube system to be used for warrants. Neumann Monson will provide a cost estimate for this system.

12. Review building plans and specifications

- a. NM presented these proposed changes to the building design:
 - i. Deleting lower bullet-proof windows
 - ii. Reducing the number of interior FEMA doors
 - iii. Adding Moveable partitions
 - iv. 12" CMU required at exterior walls instead of 8"
 - v. Reducing the height of the building
 - vi. Lowering EOC floor to match Data Center subfloor
 - i. Adding Overflow roof scuppers
- b. NM proposed the following interior materials and finishes:
 - i. Flooring:
 - Walk-off mats in vestibules
 - Linoleum in corridor, work room, and break room
 - Porcelain Tile in restrooms and showers
 - Carpet elsewhere, including locker room
 - Access Floor in Data Center
 - ii. Walls:
 - Painted sheetrock or CMU walls (warm, light colors)
 - Ceramic Tile in restrooms and showers
 - Acoustical panels in Dispatch
 - iii. Ceilings:
 - Suspended ceilings throughout
 - Except Mechanical, Storage Spaces (and Data Center)
 - iv. Cabinetry: Plastic Laminate with Solid Surfacing only at RR vanities

- v. Metal lockers, Metal toilet partitions, Painted metal doors
- c. NM proposed the following exterior materials:
 - i. Brick and Precast Concrete similar to new County Roads building. Several bricks will be approved in order to get competitive bids. Samples of proposed brick and precast colors were presented.
 - ii. Anodized aluminum window frames and canopies
- d. The board did not object to any of the proposed changes or materials mentioned above. Copies of the images presented at the meeting are attached to these minutes.

13. Review bidding schedule

- a. NM presented the schedule included in the meeting agenda packet.
- b. The following changes were made to the schedule during the meeting:
 - i. The Policy Board will set the date of Public Hearing at its next meeting on August 8, 2008.
 - ii. The Policy Board will hold the Public Hearing at a meeting on August 22, 2008. The board will consider action to approve the project for bidding at this meeting as well.
 - iii. Bids will be received on September 23, 2008
 - iv. The Policy Board will consider action on the bids at their meeting on September 26, 2008.
 - v. Substantial Completion of the project will be required by July 31, 2008.
- c. Whether to include Liquidated Damages in the construction contract was discussed. The board was interested in including them as an alternate bid.
- d. The board asked Neumann Monson to consider other items that could be bid as alternates.

14. Other Business

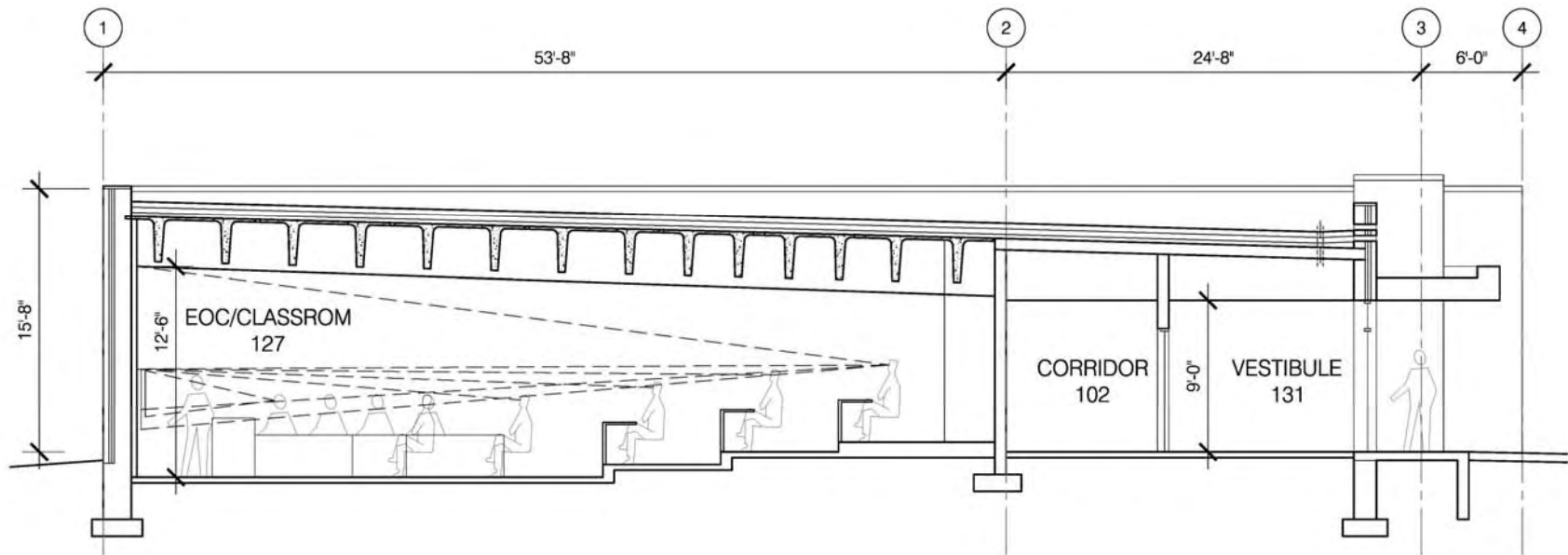
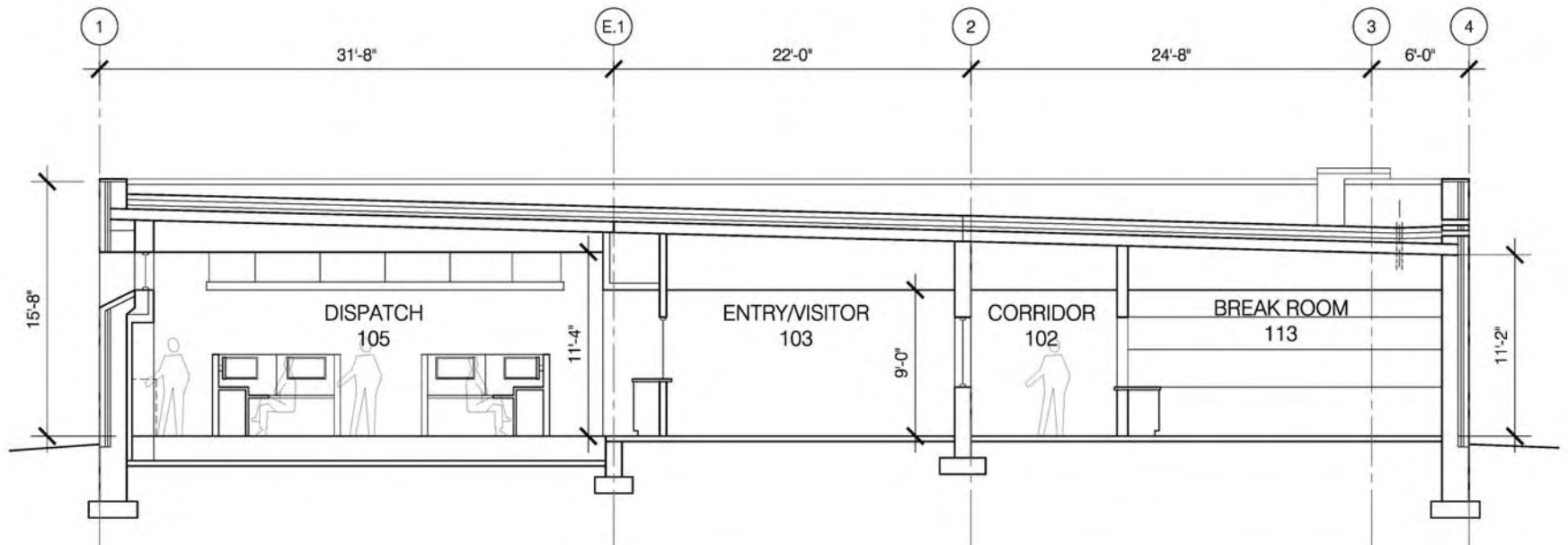
- a. Jeff Davidson and Pat Harney will work with the County Auditor regarding budgeting for the JECC in FY 2009. Further discussion on this will be an agenda item for the next Policy Board meeting.

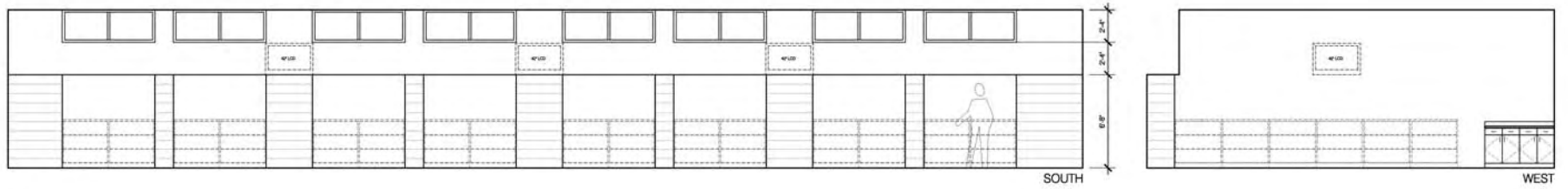
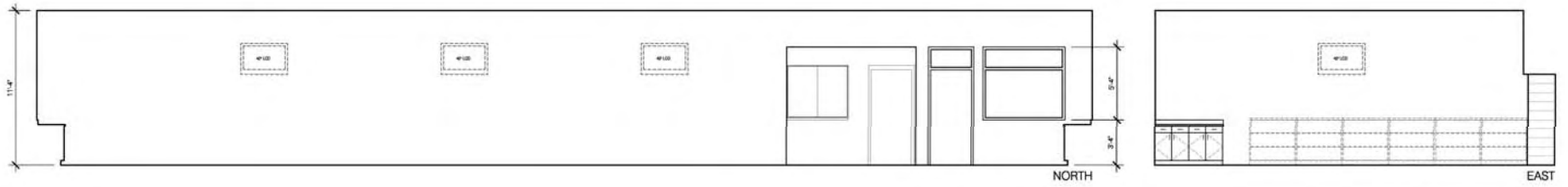
15. Adjournment

- a. It was moved and seconded to adjourn. Motion carried 7-0. Meeting adjourned.

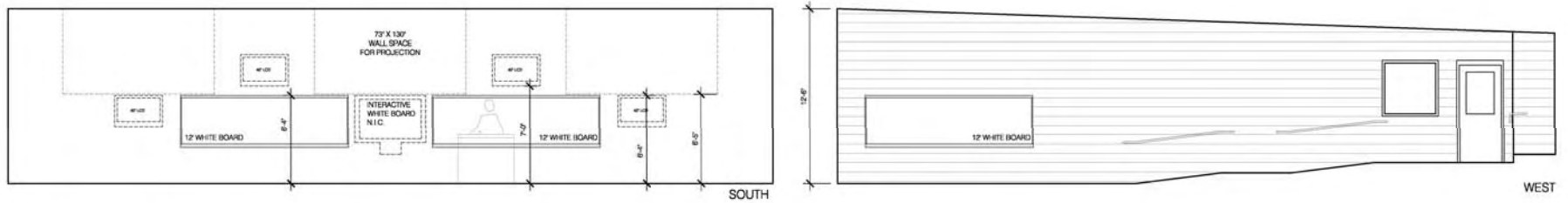
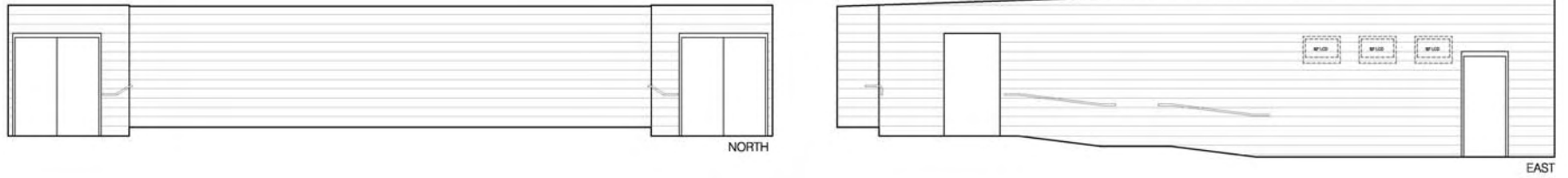
The preceding constitutes our understanding of the items discussed and decisions reached. If you have any comments or revisions, please contact the undersigned ASAP.

Bill Hoefler, AIA
Neumann Monson Architects





C1 DISPATCH 105
1/4" = 1'-0"



B1 EOC / CLASSROOM 127
1/4" = 1'-0"





