

MEETING MINUTES  
JOINT EMERGENCY COMMUNICATION CENTER FOR JOHNSON COUNTY POLICY BOARD  
MONDAY, NOVEMBER 23, 2009 – 8:00 A.M.  
JECC POLICY BOARD CONFERENCE ROOM  
4529 MELROSE AVENUE, IOWA CITY, IOWA

MEMBERS RPRESENT: Coralville: Henry Herwig  
Iowa City: Regenia Bailey, Michael Wright  
Johnson County: Lonny Pulkrabek, Pat Harney  
North Liberty: Tom Salm, Chairperson  
Johnson Co. EMA: Dave Wilson

**1. Call to order; recognize alternates**

Chairperson Salm called the meeting to order at 8:05 a.m. There were no alternates present.

**2. Approval of minutes from the November 23, 2009 JECSCA Policy Board meeting.**

**3. Public discussion of any item not on the agenda**

No public discussion.

**4. Update form User Advisory Committee November 17, 2009 meeting.**

Chief Rocca provided an update of the User Advisory Committee meeting of the November 17, 2009 User Advisory Committee meeting. No action taken.

**5. Action to approve Change Order for additional; JECC Emergency Communications equipment, radio configurations, and accessories, portables, mobiles, additional batteries and accessories at a total cost of \$819,674.52.**

There was discussion regarding the utilization of the Harris high capacity batteries to eliminate any warranty concerns. Motion by Pulkrabek, Second by Bailey to approve the Change Order as presented. Roll Call: Ayes: 7 Nays: 0.

**6. Discussion/action regarding the JECSCA Policy Board's position to make future purchases of communications equipment to public safety agencies in Johnson County.**

There has been discussion about this issue over the past few months at User Advisory Committee meetings. Most Johnson County public safety agencies are under the understanding that the JECSCA will fund future public safety communications equipment. There was discussion about the need to prepare a written policy that is to be prepared by the Executive Director to present at a future JECSCA Policy Board meeting. The motion is to table this issue until the policy is prepared. Motion to table issue by Wilson, second by Wright. Roll Call: Ayes 7, Nays: 0.

**7. Action to approve Change Order for Tri State Tower.** Legal Counsel Jeff Stone presented the change order request to the Policy Board. Motion for approval by Pulkrabek, second by Wilson. Roll Call: Ayes- 7, Nays -0.

**8. Action to approve selection of and beginning negotiations on employees benefit package.** The Executive Director presented materials indicating pricing and coverage elements of the City of Iowa City health care package, the Johnson County health care package, and other insurance agencies in the area. Sullivan commented that unless the City or the County is willing to reconsider their positions to provide health care benefits to the JECSA employees, he would need direction from the Policy Board to choose an agency and authorize him to begin negotiating an employee benefits package and other HR services. Sullivan commented that the private insurance agencies were asked to take the City and County benefits packages and put a package together that provided similar benefits when preparing their pricing quotes. The Policy Board asked Sullivan to make another attempt to solicit the services from the City and the County before they made their decision. Sullivan said he will provide the Policy Board with an update at their December 22, 2009 meeting. Motion to authorize the Executive Director to contact the City and the County to solicit them to provide health care benefits by Bailey, second by Pulkrabek. Roll Call: Ayes: 7, Nays: 0

**9. Discussion/action regarding City and County Dispatchers to carry over accrued sick leave and vacation from their current employers to the JECC on July 1, 2009.**

Executive Director Sullivan presented sick leave and vacation accrual policies of the City and the County from their respective collective bargaining agreements. The Policy Board discussed their position and their intentions that employees would be allowed to carry over their accrued sick leave and vacation time to the JECC on July 1, 2009. There was also discussion that the JECC may apply different accrual rates once the Center opens as part of the personnel manual. The Executive Director was asked to have a policy in place as part of the operations budget to assure that the proper amount of reserve funds was available and budgeted for. Motion to approve by Pulkrabek, second by Wright. Roll Call: Ayes – 7, Nays – 0.

**10. Discussion/action regarding JECC Dispatch Staffing.**

Executive Director Sullivan presented a staffing schedule of three eight-hour shifts with a minimum staffing level of 6 per shift. Sullivan said that utilizing industry standard staffing formulas he would need a total of 27.15 FTE's to staff the dispatch center on a 24/7 basis. Sullivan anticipates that all 22 FTE's will be coming over to the JECC from the City and the County, if this is the case he would need to hire an additional 5.15 FTE's. Sullivan stated that he would prefer to hire 3 FTE's and 3 Part-time employees. He said he would incorporate "power shifts" into the schedules that overlap to assure that adequate coverage is in place on all three shifts. Sullivan stressed that it was critical to assure that adequate coverage is in place on all three shifts and that the new consolidated center not be understaffed. Sullivan said one of the most important means to assure him that he can adequately recruit, train, and retain employees is to provide them

with good pay, good benefits, and adequate staffing. Sullivan said that the dispatchers would be seeing an increased workload with the addition of more communications channels and talk groups than those that exist today, which is another reason why adequate staffing is critical to the success of the JECC. Sullivan's recommendation to the Policy Board is to authorize him to move forward with his staffing plan and prepare for the cutover. Bailey requested that Sullivan put his request in the FY 2011 budget for the Policy Board to consider. No further action taken.

**11. Other Business** - No other business

**12. Salm declared the meeting adjourned at 9:14a.m.**