

Joint Emergency Communications Services Association Policy Board
Friday, November 16, 2018
Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa

DIRECTORS PRESENT:

Iowa City: Susan Mims

Coralville: John Lundell

Iowa City: Geoff Fruin

North Liberty: Chris Hoffman

Johnson County EMA: Dave Wilson

1. **Call to order; recognize alternates-** The meeting was called to order to by Chairperson Chris Hoffman at 7:33 a.m. Absent Lonny Pulkrabek and Janelle Rettig.

1. **Action to approve minutes from September 28, 2018 Policy Board meeting-** Motion Hoffman. Second Lundell. Wilson stated the city/county procurement policy was in reverse order. One referenced the city and one represented the county. All ayes. Motion passed.

2. **Comments from public-** None.

3. **Executive Director's update-** The majority of the past two months, since the September meeting, has been working on the budget and working on a three-year plan for major expenses. Bonds will be coming off in FY20 and FY21. With the building reaching 10 years old, updates to radio equipment will need to be made. Plans to the next maintenance agreement will be discussed.

September 28th- SARA board meeting with 18 people representing seven entities contemplating coming on. Scott County had made the announcement on September 27th that they will be signing on with RACOM and is planning to join SARA. Jones was voted Vice Chair at the meeting. Linn and Johnson will rotate since they have been around since the beginning. The next meeting is in January. New stakeholders signed their SARA agreement at the meeting. Discussion regarding two interop talk group templates Jones had presented ensued but was tabled until the January meeting as the earlier SARA technical review had taken up a lot of time.

October 6-8- IACP Conference. The focus for the JECC was to look into CAD vendors to review features and benefits. There is no decision to move forward with a new system at this time. The biggest issues that have been had have been addressed and the current issues are more performance related. The biggest inconvenience for staff at the JECC is delays when entering information. The estimate for a system comparable to Linn

County's was \$2,000,000. The majority of the cost for a new CAD system would come from bonds.

October 18- RACOM completed work to have a dispatch radio connected to ISICS. Last week Jones applied for a grant to get a consolette at the JECC.

The audit was completed on November 15 for FY18 and will be back at the January board meeting to present the results.

Jones mentioned that at the June 2019 meeting that we would hold a closed session with our labor attorney to discuss strategy for the next contract negotiations.

4. **Action to approve Resolution 2018-04, Hiring Consultant for Paging Digital System-** Motion Hoffman. Second Wilson. Wilson had a question regarding the phase one scope of work that was to include the outdoor warning system. Jones stated he will check to see if it can be added with no price increase. The original pricing was received by Blackhawk County and Johnson County was able to utilize the pricing they received. All ayes. Motion passed.

5. **FY2020 Budget Presentation and Work Session-** Jones put the presentation in everyone's packets. FY19 revenue that has been collected is 45% tax revenue totaling \$1,540,370 total tax asking with 55% remaining for \$1,882,000. The expenses for the first four months totaled \$1,301,644.26, which was accrued before JECSA received the operating revenue through budget, an increase of \$44,725 in expenses from the same time period last year. The estimated reserve checking to begin FY20 is \$2,421,580.27 which includes outlaid funds for predesignated expenses (computer equipment, batteries). With those funds removed the remaining balance is \$2,055,822.40. The self-funded healthcare fund will begin being utilized December 1, 2018 due the health plan no longer being available through Wellmark. The broker that self-funds healthcare plans stated that the average amount government agencies outlay is 25% of the maximum exposure, which is \$38,000 for this year. Any balances left in the healthcare line go towards the self-funded healthcare line at the end of the budget year. FY20 is going to be year 10/10 for the building bond so the building will be paid off. FY20 is year 10/11 for the equipment bond. E911 pays for half of the Harris radio maintenance and other expenses totaling \$537,202, that would have to be paid by JECSA if the E911 funds were not received. Jones just had the generator maintenance fee reduced and was able to get more services included. FY20 tax asking is \$3,655,000. Personnel allocation stays the same at 27 for full-time employees, with a former full-time employee going down to part-time, which helps offset overtime wages. The goal is to maintain a 23% decrease of overtime from FY18. There will be 50% of the dispatch personnel at the top wage for FY20. During the FY19 budget discussion, two addition FTE's were approved, but the budget did not get updated to show the wages for those two additional employees. Due to turnover, there has not been a point where those two additional FTE's were employed. Miscellaneous costs, including software purchases and property insurance, \$129,994 down from \$132,260 due

to a new property insurance provider acquired after not being included in One Beacon's Iowa City plan anymore. Supplies and materials \$30,900 down from \$38,050 due to less office supply usage. In lieu of a dress policy, JECOSA is going to start giving employees a standard t-shirt or sweatshirt. Utilities \$59,292 up from \$58,938 due to the average increasing. Travel and training stay the same. Telecommunications stays the same due to being a contract. Dues and dues down \$200 the new insurance policy. Annual maintenance \$9,750 up from \$7,775 due to adding scheduling software. Rentals and leases went up due to the Solon Tower Lease. Capital outlay increased due to standard maintenance being needing, including UPS battery line items needing replaced every eight years.

Jones is working with Iowa City accounting to find a way to more accurately reflect the carried over Capital Outlay funds in the budget, so it doesn't look like they were unspent and there is a surplus.

Due to the unforeseen expense of the net clocks needing to be replaced in September, the total for the DPS backup fund line will end up around \$16,679 once the invoice has been processed. As of the budget presentation it has not come in, so that line is showing at \$41,000 for this presentation.

There is not currently a reserve policy, but the standard amount is around \$1,000,000 (27%).

Jones put together a document to review some future projects. The remaining of the net clocks must be replaced (\$148,000) by 12/2020. 9/1/20 to start negotiating RACOM agreement. By 7/1/21, the portable radios will need to be replaced for a total of \$2,600,000, an average of \$4,000 per radio. The second bond comes off 6/30/21. A microwave network replacement is projected in FY22/23, which is estimated at \$1,400,000. Site UPS replacement in FY22/23 and that cost is yet to be determined.

Optional projects include mobile phase 2 upgrade (\$120,187.50), phase 2 infrastructure upgrade, CAD replacement, and Solon Tower Site. To construct a new tower, it would cost an estimated \$1,200,000. The yearly lease for the Solon Tower Site is \$27,327.60.

It was discussed that these capital projects would be discussed at a later meeting.

Wilson suggested to use carried over reserve funds from FY18 to offset part of the increase in the budget due to personnel costs. There was discussion about this with each board member providing comments and the consensus was to leave to the budget as it was and not use any reserve funds to offset the increase in the FY20 budget.

6. Other Business-

- a. Setting date for public hearing on FY2020 budget and publication-** The public hearing will be on December 21, 2018 at 0730.
- 7. Consider a Motion to adjourn the meeting-** Motion Wilson. Second Lundell. All ayes. Motion passed. Meeting adjourned at 9:12 a.m.