

**Joint Emergency Communications Services Association Policy Board**  
**Friday, January 22, 2021**  
**Joint Emergency Communications Center**  
**4529 Melrose Avenue**  
**Iowa City, Iowa**

**Directors Present:**

**Coralville: John Lundell**

**Iowa City: Susan Mims**

**Iowa City: Janice Weiner**

**Johnson County: Brad Kunkel**

**Johnson County: Janelle Rettig**

**Johnson County EMA: Dave Wilson**

**North Liberty: Chris Hoffman**

1. **Call to order; recognize alternates.** Meeting called to order at 7:34 A.M. by Chairperson Hoffman. No alternates.
2. **Action to approve minutes of the December 18, 2020 Policy Board meeting.** Motion by Rettig, second by Lundell. All ayes.
3. **Comments from public.** None.
4. **Executive Director's Update.** Jones provided updates to the board from items that had occurred since the last meeting. He informed the board that the IPERS FY2019 compliance audit went well. Jones provided an update from the SARA Radio System board meeting. The report included that 16 counties were not officially part of the SARA system with 91 tower sites of shared coverage. Jones reported that JECSA's second quarter levy revenue has been received on January 19<sup>th</sup>. Jones informed the board that he had still not received a maintenance proposal from Harris Corporation after sever requests for one. Jones said that he has been working with JCPH to receive vaccinations under group 1b for any staff member that wants to get a vaccine. He anticipated that vaccinations would start around the middle of February for staff. The vacancy for the Operations Manager position will be advertised starting this weekend.
5. **Fiscal Year 2020 Financial Audit Presentation from Anderson Larkin & Co. P.C.** Due to the COVID-19 pandemic and electronic meetings, Mike Podliska from Anderson & Larkin presented the FY2020 audit via Zoom. Mr. Podliska updated the board that the audit findings presented fairly, which in accounting principles is good. There was discussion by Mr. Podliska about the removal of the segregation of duties comment starting last year's audit. He said that he is comfortable with the practice established with the City of Iowa City doing the accounting and how they send a sperate notification of checks issued to the Board Chair. Rettig commented that she was pleased with the work we had done and the challenges that we have as a small organization. Kunkel added that he was also pleased with our work and it says a lot to have an unremarkable audit for our size of organization. He stated that as an investigator he has seen a lot of issues with audits of organizations our size and wanted to add this appreciation as well.

- 6. Presentation of Fiscal Year 2020 Annual Report.** Jones presented the FY2020 Annual Report to the board. He reported there was only an overall difference of 57 more calls received in FY2020 over FY2019. There was a 7% decrease in calls for service created. Cellular 911 call volume increased by approximately 10% while wireline 911 calls decreased by approximately 14%. There was a 3.5% increase in VoIP calls and an approximate 20% increase in Text to 911 messages received. The last statistic reported was a 4% decrease in non-emergency call volume compared to FY2019. Jones then went through the report by each category and reported the total number of calls that made up the percentage increases and decreases. Rettig asked about how our volume has been affected by COVID-19. Jones said he would put together some detailed information to discuss at the next meeting.
- 7. Discussion regarding pager programming by end users.** Jones informed the policy board that with the deployment of the new pagers, there was an ability for the end users to program them with a USB cable. Our vendor has been receiving request by the end user departments to program their own pagers. Jones reported that he instructed the vendor to put a passcode on the pagers to prevent programming. Jones reported there could be misconfiguration issues that could cause a page to not be received and missed calls for service. It was his recommendation to the board since JECSA owned this asset and there is already a procedure in place for departments who want other agency programming that we continue to follow that procedure. It ensures JECSA that owned equipment is operating as intended. Board members Mims and Weiner both agreed and said that it also maintains system integrity.
- 8. Other business.** None.
- 9. Consider a Motion to adjourn the meeting.** Next meeting will be held March, 26, 2021. Motion by Wilson, second by Weiner. All ayes. Meeting adjourned.