

Joint Emergency Communications Services Association Policy Board
Friday, March 23, 2018
Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa

DIRECTORS PRESENT:

Iowa City: Susan Mims

Iowa City: Geoff Fruin

Johnson County: Kurt Friese

North Liberty: Chris Hoffman

Johnson County: Lonny Pulkrabek

Johnson County EMA: Dave Wilson

Coralville: John Lundell

1. **Call to order. Recognize alternatives.** The meeting was called to order to by Chairperson Chris Hoffman at 7:34 a.m.
2. **Action to approve minutes of the December 15, 2017 Policy Board meeting.** Motion Wilson. Second Hoffman. All ayes. Motion carried.
3. **Comments from public.** None.
4. **Executive Director's Update.** On January 22nd, Tom Jones met with representatives from Washington County regarding funding options for a new communications center and communications center in Washington County. Later that afternoon Tom presented the Fiscal Year 2019 operating budget to the Johnson County Board of Supervisors. Everything went well and they appreciated the minimal increase. On January 23rd, Tom attended the E-911 board meeting. Tom reported that E-911 is still able to fund the expenditures that they have been funding in the past. They agreed to outlay some funds for upgrading to a new digital paging system, which will result in faster notification response time, approximately 30-60 seconds faster. There is approximately a 3-year outlay. There will also be an offset from RACOM due to the 8% discount from Blackhawk County signing on. The 8% discount will not be seen until after FY19 and will be discussed further when the time comes. On January 25th, Tom traveled to Des Moines to discuss the 911 calls resulting from the Ped Mall shooting. On February 20th, Tom attended the Linn County Governance Board meeting. During the meeting, it was discussed that Linn County and Johnson County will both buy spare parts for the radio systems with E911 funds and agree to loan it to the other, in the event of them needing it. On February 19th, Linn County had a system issue and needed to loan 2 parts from Johnson County, which had caused them to lose 2 channels. On March 9th, the JECC began implementing a new web-based software for scheduling. The new scheduling software should streamline the payroll process, but as of now, Iowa City will be utilizing the old way. On March 23rd, the encryption went live. Media was notified 30 days in advance. The UAC will be holding a meeting in 90 days regarding the information request process and confirm that it is working for the media. Tom has gotten no requests

from media, but he does not know if there has been a request made to other contacts. One citizen in Solon sent an e-mail to Tom and Susan to reconsider the encryption after the 90-day period. The week of March 19th, 3 dispatchers were sent to crisis intervention training, 3 more will be sent in May, resulting in 6 dispatchers completing CIT this year. On March 19th and 20th, staff attended IOWA NENA and APCO conference. The JECC needed to find a new insurance carrier after the City of Iowa City switched carriers. The new carrier results in a 2.5% savings for FY19. Tom also negotiated a 2.5% savings on the generator maintenance agreement that is paid for by E-911. The insurance is an annual renewal. On March 20th, three different options were sent regarding how to permanently repair the roof. The original contractor will be covering the costs to repair the roof.

5. **Discussion of Fiscal Year 2017 financial audit from Anderson Larkin & Co. PC.** Due to a scheduling conflict, the auditor was not able to make it. He is available via e-mail and at the June meeting. He stated, via e-mail, "I believe everything is pretty similar compared to the past, so I wouldn't have much to talk about that we haven't already touched base on the past couple of years. Depreciation always makes the full accrual basis part of the financials look horrible, but from a fund or modified cash basis perspective you guys do well and are in a good position."
6. **Action to approve Resolution 2018-01, amending the JECSA Bylaws.** This item is the approvals of an amendment of Section 6.2, which defined the User Advisory Committee. The original notice was given on December 15, 2017 to add the North Liberty Fire Department due to them hiring a full-time Fire Chief. Wilson asked about the University of Iowa that was listed in the IOWA System Committee section and Jones stated that was an error and that the City of University Heights should be listed there. Jones will make that correction and have a revised version of the bylaws to approve that change at the June meeting. Motion Lundell. Second Friese. All ayes. Motion carried.
7. **Action to approve Resolution 2018-02, approving agreement with the City of Iowa City for Bookkeeping and Payroll Services.** Motion Pulkrabek. Second Wilson. Fruin and Mims abstained from voting due to potential conflict. Motion carried.
8. **Action to approve Resolution 2018-03, SARA Board 28E Agreement.** Originally approved at the November meeting, but it needed to go through different entities in Linn County. It will be signed and then sent to Linn County to be signed by them. There is no penalization to leave at any time, it just formalizes Linn and Johnson County's partnership. Motion Pulkrabek. Second Hoffman. All ayes. Motion carried.
9. **Other Business.**
 - a. **Next meeting:** June 22, 2018. Susan will be out of town.
10. **Consider a Motion to adjourn the meeting.** Motion by Friese, second by Hoffman. All ayes. Motion carried. Meeting adjourned at 8:08 a.m.