

MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County
Policy Board
Friday, March 26, 2010 at 8:00 a.m.
JECC Conference Room
4529 Melrose Avenue, Iowa City, Iowa

DIRECTORS PRESENT: All Directors present
Coralville: John Lundell
Iowa City: Regenia Bailey, Michael Wright
Johnson County: Lonny Pulkrabek, Pat Harney
North Liberty: Tom Salm
Johnson Co. EMA: David Wilson

1. Call to order; recognize alternates.

All Policy Board Directors present.

2. Approval of minutes from the February 26, 2010 meeting.

Motion to approve by Lundell. Seconded by Wilson. Motion passed unanimously.

3. Comments from the public.

None.

4. Update from the User Advisory Committee.

Rocca reported the User Advisory Committee met on March 16, 2010. Rocca reported satisfaction with the decision regarding the batteries and chargers. Rocca stated that Sullivan had done a good job with the AFG grant. The AFG grant application had been submitted. The amount was \$906,000. Rocca expected approval within 30 days.

Rocca reported the subcommittees of the UAC were reviewing the standard operating procedures and incident codes. The subcommittees were in the process of merging the CAD codes. Rocca reported there would be a CAD demonstration in late April or early May. Rocca also reported that he will remain the UAC representative through the P25 transition. Rocca expected to participate in an open house sometime in June.

Rocca discussed non-public safety users on the system. Rocca discussed the need for a migration plan. Rocca also urged the non-public safety users to take advantage of the P25 system. Wilson questioned Rocca about other

infrastructures that non-public safety users could use. Rocca commented that Iowa City was preparing an RFP regarding the non-public safety users. Rocca stated the JECC's infrastructure was the number one choice. Rocca also stated the system was sized for both public safety and non-public safety users. Bailey stated that as the non-public safety users began to understand the landscape, hopefully this would resolve itself. Pulkrabek encouraged the purchase of radios and said the decision should be driven by the needs of the taxpayers. Bailey suggested that this matter receive further discussion. Pulkrabek suggested the development of a list of non-public safety users. Salm stated that North Liberty was thinking about its non-public safety users. Wilson reminded everyone about the 2013 narrow banding requirement.

5. Action to approve and discussion of JECC's Initial Terms of Employment.

A motion to bring an agenda item to the table by Bailey; seconded by Harney. Pulkrabek requested clarification that the employee's initial date of full-time employment referred to the employee's initial date of full-time employment with either the City of Iowa City or the County.

There was a general consensus that others than current employees of JECC should be permitted to use the breakroom. Wright suggested that electronic checks be used. Bailey suggested that direct deposit be required.

Harney expressed concern about a dispatcher potentially being tired from working a second job. Wright wanted a guarantee that nothing would interfere with the efficiency of a dispatcher. Sullivan commented that the Code of Conduct took care of many of the specifics of the job requirements. Pulkrabek encouraged the dispatchers not to take a second job.

Pulkrabek suggested that voluntary overtime and involuntary overtime be separate. Pulkrabek also suggested an equalization of overtime. Thayer commented that the current system was initially done by seniority. Pulkrabek stated that it was easy to manage and equitable. The dispatchers had a preference to not give up the days off, but rather split the shift. Bailey suggested some type of rotation for overtime.

Harney questioned about the supervisor's responsibilities. Sullivan clarified that the supervisors had some responsibility for discipline, however, the supervisors did not have the authority to discipline, hire, or fire.

Pulkrabek brought up concerns about whistle blowers. The general consensus was to not change the applicable language.

Pulkrabek wanted to include a Parental Leave Policy. It was discussed that the Family Medical Leave Act does not apply to JECC. The Policy Board wanted to opt into the Family Medical Leave Act.

Stone commented that federal law required compensatory time be paid out. Stone also commented that JECC would provide sick leave on a day-by-day basis for the sick leave not cashed out with the City of Iowa City or the County. Stone also stated that in the event the City and the County entered into an agreement with the unions that waived the dispatchers' right to cash out their vacation, the JECC would transfer the vacation on a day-by-day basis.

Pulkrabek did not want the dispatchers to be limited to taking vacations in four hour blocks. The consensus was to permit dispatchers to take time off in quarter hour blocks.

Pulkrabek also suggested that the administrative assistant and the executive director be placed into the Appendix A Salary / Wage Ranges. Wilson commented on longevity pay for the dispatchers and merit evaluations.

Bailey commented that all agenda items should be posted on the website and documents should be posted and available to the public in advance of meetings.

There was a motion by Bailey to table agenda item number 5; seconded by Harney. Motion passed unanimously.

6. Action to approve and discussion of JECC Employee Handbook.

Bailey commented that ten days to process a complaint seemed like a long time. There was general consensus to change the language to "as soon as possible and not to exceed ten days." Bailey suggested striking age and sex as legitimate criteria on which to select employees. Bailey saw no reason for the JECC to have a basis on which to select employees based on age and sex. Bailey thought these were not bona fide occupational requirements. There was also a general consensus to make the language gender neutral. Motion to approve as amended by Wilson; seconded by Bailey. Motion passed unanimously.

7. Action to approve bylaws.

Motion to bring the item for discussion by Bailey; seconded by Harney. Bailey requested the 28E Agreement be attached as an appendix. Bailey requested specific changes to the bylaws to make it more appropriate for a governmental entity, such as deleting the official bond. Bailey also requested the responsibilities of the Executive Director be made more detailed.

Wright suggested the position of the Treasurer be deleted and that those responsibilities fall to the executive director. Bailey suggested the position of

Secretary be deleted and those responsibilities fall to the Executive Director.

Bailey suggested the JECC adopt a policy regarding open records and open meetings. Bailey also requested the responsibilities of the Executive Director be thoroughly described and called out in detail.

Bailey also suggested that the JECC follow the process of a public hearing for its budget. Stone commented that the public hearing procedures were not required. Bailey requested that a timeline be included for the adoption and approval of the budget. Bailey requested the annual meeting be set in December. Bailey wanted the bylaws to be clear so that the public knew how the JECC conducted its business. Wright wanted the bylaws to require the JECC to be bindingly transparent.

Lundell commented on the distinction between an officer and a director.

Motion to approve as amended by Wilson; seconded by Bailey. Motion approved unanimously.

8. Action to approve purchase of Automatic Vehicle Locate system from SMART and software contract with GeoComm, Inc.

Sullivan discussed the purchase of additional options with SMART and the contract with GeoComm, Inc. The contract with SMART was to interface the SMART computer aided dispatch system with the GeoComm mobile mapping. Pulkrabek provided an example about when there could be a robbery at Godfather's. Pulkrabek stated the interfacing of the computer aided dispatch with the mapping would permit the dispatchers to locate the closest units and send those units. Pulkrabek stated that the closest car would then be at the site the quickest. Pulkrabek stated this was a good system. Jones stated this was in addition to the base computer aided dispatch and integrated the automatic vehicle locate system. The GeoComm contract was the software for the mapping. Jones also stated that the E911 Board had agreed to pay for both the SMART and GeoComm contracts.

Harney discussed the use of this system in the rural locations. Salm stated that the rural parts were not prohibited from participating in this. Pulkrabek encouraged that the software be developed so that the software would provide a recommended route to the users. Motion to approve by Pulkrabek; seconded by Salm. Motion passed unanimously. Prior to the vote, Lundell departed the Policy Board meeting to attend a previously scheduled meeting at 10:12 a.m.

9. Action to approve change order with Dascom.

Wilson stated that EMA paid for this. There was a need to reboost the

signals.

Motion to approve by Bailey; seconded by Pulkrabek. Motion passed unanimously.

10. Discussion of agenda for April 23, 2010 Policy Board meeting.

There was a creation of an agenda committee. The committee consists of Pulkrabek, Wright, and Sullivan. The committee was to develop a joint agenda. Salm stated that the Policy Board would continue to conduct its business at the next Policy Board meeting. Wright stated the supervisors would be invited to participate at approximately 8:30 a.m.

11. Discussion to determine if the current JEC SA Policy Board meeting time is working with Board members' schedules.

There was some general discussion about moving the Policy Board meeting time to Wednesday evening. There was a general consensus to move it to the third Wednesday of the month. It was discussed that this issue be re-evaluated after the April meeting.

12. Action to approve Cost Reimbursement Agreement with City of Iowa City and Johnson County.

Stone commented that there was a tentative agreement between the City of Iowa City, Johnson County, and the JECC to reimburse the City and the County for overtime expenses related to the training of dispatchers. Pulkrabek stated a concern that the County dispatchers would be paid less than the City dispatchers for equal work. Sullivan commented that the training would consist of approximately 12 hours. Motion to approve by Bailey; seconded by Salm. Motion passed unanimously.

13. Other business.

Sullivan provided an update regarding the timetable for the P25. Sullivan stated that P25 system was not behind. Sullivan stated that the utilities had been trenched into the Industrial Park tower. Sullivan stated that Mid-America would complete the utility installation in approximately one to two weeks. Sullivan stated that the JECC would open on time. Sullivan also stated that offers of employment would be made soon. Sullivan had decided to bring in Elert & Associates to help with this process. Sullivan had not heard that any dispatchers would not be coming over. Sullivan stated that there was the intention to offer positions to the current dispatchers. Sullivan also stated that there was a need to hire several additional dispatchers.

14. **Adjournment**

Motion to adjourn by Wilson; seconded by Bailey. Motion passed unanimously.