

# MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County  
Policy Board  
Friday, April 22, 2011, at 8:00 a.m.  
4529 Melrose Avenue, Iowa City, Iowa  
Policy Board Conference Room

DIRECTORS PRESENT:	Coralville:	John Lundell
	North Liberty:	Tom Salm
	Iowa City:	Regina Bailey; Mike Wright
	Johnson County:	Lonny Pulkrabek; Pat Harney
	Johnson County EMA:	David Wilson

## 1. Call to order; recognize alternates.

Harney called meeting to order.

## 2. Action to approve minutes of March 25, 2001, Policy Board Meeting.

Wright asked that the spelling of Tom Markus' name be corrected. Wilson asked that Markus' name be placed next to Mike Wright under Directors Present. Motion to approve amended minutes by Wilson; seconded by Wright.

## 3. Comments from the public.

None.

## 4. Update from User Advisory Committee meeting.

UAC Chair Barry Bedford discussed the UAC meeting held on April 19, 2011. Bedford said there was a long discussion on the use of the law channels. Bedford stated there have been complaints from officers from all Departments and that Albrecht and his staff continue to tweak the use of the channels to make sure all issues and complaints get resolved. Bedford said users are happy with the radios and the system, but are dissatisfied with the procedures. Wilson asked if the new procedures put in place took effect yet. Albrecht stated that April 21<sup>st</sup> was the start of the new procedures and all went well. Albrecht stated we will get a better feel on Friday and Saturday nights. Bedford stated there are a lot of issues being brought out but they are being worked on so it will work out in the end.

Bedford stated the UAC also discussed the letter from the Board of Supervisors and reiterated the UAC position that radios would be purchased, replaced and maintained by JECSA but anything above that, (ie) accessories, would be the responsibility of the agency.

Bedford said the UAC also discussed the pay structure for Non-Member Public Safety entities and said the UAC was in agreement to remove the fees for Non-Member Public Safety entities.

Bedford said he wanted to restate for the record the UAC is advisory in nature and by no means is responsible for policy. He stated the Policy Board makes policy based off of the UAC recommendations. Bedford stated the UAC was created to advise Albrecht. Bedford recommended that the UAC Update no longer be a regular agenda item, but the update from the UAC meeting be contained in the Director's Report. Bedford said he thought it would help clarify the misconception that the UAC makes policy. He also said if there is a major issue the UAC would ask that it be brought before the Policy Board and would be presented by UAC members.

Bedford stated the Chair and Vice-Chair of the UAC would continue to attend Policy Board meetings to answer any questions that may arise. Harney stated in the past it was essential to have recommendations from the UAC. He further stated he didn't object to the UAC making recommendations, but added going through Albrecht would be fine. Bedford stated the Policy Board would still get input and support from the UAC. Bedford stated he believes the UAC members think they can set policy and he wants to dispel that myth.

Wilson agreed with Bedford that it was the design of the UAC to recommend to Albrecht and the Policy Board, but not make policy. Salm also agreed with Bedford. Bailey asked if there was a procedure in place to bring forth the UAC recommendations. Albrecht stated the UAC issues and recommendations would be part of his Director's report. Bailey asked if there was a description of what the UAC is responsible to do. Stone said the description of the UAC's responsibilities and members is contained in the 28E agreement and the Policy Board by-laws.

## **5. Executive Director's report.**

Albrecht stated the highlight of the month of April was coming to terms with CAD vendor TAC-10 on a maintenance contract, per the Policy Board's direction at the March meeting. Albrecht stated there was a resolution on the agenda for Board approval and if approved the contract would be signed by him and Mark DeGroote of TAC-10.

Albrecht stated that legal counsel Jeff Stone was in attendance to address the issues with the University of Iowa Hospital and Clinics and the installation of radio's in the Emergency Room. Albrecht addressed the discussion items contained in the agenda that would be discussed later. Albrecht stated that the situation involving the combination of the Operations Manager and Dispatch Supervisor position was being handled as the Board expected.

Albrecht said finally that He and Tom Jones attended a meeting of the Sunrise Optimist Club on Tuesday April 12<sup>th</sup> and gave a presentation on JECSA. He stated those in attendance were impressed with the presentation. Albrecht further stated that he planned to give more presentations in the future as they are very helpful in explaining what we do, how we do it and how it affects the public. Wright agreed that it is good to get the message about JECSA out to the public in a direct way. Harney said he thought public presentations were a great way to

educate the public. He also stated that we should consider offering up tours of the JECC to interested parties.

Lundell stated that all Policy Board members have opportunities to bring Albrecht as a guest to meetings so he could get the word out. Wilson stated Albrecht was on the EMA agenda for the 27<sup>th</sup>. Albrecht said Story County had been down the day before to see the JECC. They received a tour and a discussion about the operation of the JECC. Harney asked how many people came down from Story County. Albrecht stated six. Salm stated that Albrecht and Jones attended a North Liberty Council meeting in January and discussed JECC operations in response to the Board of Supervisors letter.

## **6. Update on UIHC radios.**

Stone stated the installation of the UIHC emergency room radio installation has been held up a bit because the UIHC didn't understand that there was already an agreement with the University of Iowa that was signed last November that covered the installation. Stone stated there have been some delays but they are being worked through. Stone stated he was sorry that Mike Hartley of UIHC was upset about the progress but he said the powers to be at the University of Iowa weren't ready to move forward yet, however progress was being made.

Wilson said the way he understood it, was that the radio for the ER could go in, and that there was discussion about not putting radios in the Air-Care. Stone stated we had allocated radios for Mobile-Care and Air-Care but the University is reconsidering if it wants radios installed in Mobile-Care and Air-Care. Stone stated there are a number of issues, they are being discussed and it just takes time. He further stated the ER radio is ready to be installed we just need the go ahead to do so.

## **7. Action to approve Resolution 2011-10 to consent to assignment of Smart Public Safety Software, Inc. to TAC-10 Inc.**

Motion to approve Resolution 2011-10 by Bailey; seconded by Pulkrabek. Motion passed unanimously.

Harney asked if Mark DeGroot from TAC-10 had any comments. DeGroot stated he was as happy as anyone to have a contract in-hand. He stated this is something that has been in the works for 9 months and this is something that He can take back to the company and everyone should be excited about it. DeGroot stated He was grateful and appreciative. Harney stated it was a long time in coming and was hopeful that everything would come to a closure.

## **8. Discussion of future equipment purchases for member agencies.**

Pulkrabek stated he has been involved in the JECSEA project from the very beginning and said that all along it was the intent of JECSEA to provide all radios to all public safety agencies in Johnson County to include, law enforcement, EMS and Fire. Pulkrabek stated the main reason to

provide the radios was that the property tax levy was an equal, across the board levy, that all property owners would pay.

Pulkrabek said the other main reason for JECSA to own the radios was to provide a means for JECSA to control the radio system and maintain it in an efficient manner. Pulkrabek said JECSA needs to own and control the radios, however accessories are the responsibility of the user agencies. Harney stated he believed the accessories were the issue and were the responsibility of the user agencies. Pulkrabek stated he wasn't totally on board with the accessories issue but said he would forgo that argument to move forward.

Pulkrabek stated he believed some of the accessories were essential but was O.K. telling user agencies it was their responsibility. He further stated all mobiles and portables would be owned and maintained by JECSA as long as he was on the Board. All Board members agreed and said that is what has been said all along. Wilson said he believed there was some confusion as to what constituted maintenance, but he agreed with Pulkrabek.

Stone stated he talked to the Johnson County Attorney's Office about this issue and said there was no intent to purchase any additional radios at this time. He said immediate future needs would be taken care of by bringing back radios from out of County Users once other nearby systems went on line. Stone said JECSA only anticipates to purchase large blocks of radios in ten to 12 years when we replace the current radios. He said the Johnson County Attorney at that point realized this was not the issue the Board of Supervisors thought it was.

Albrecht added that he was approached by Iowa City Fire about their new fire station and who was buying the radios. Albrecht stated that JECSA would buy the radios, but everything attached such as antennas, as well as labor to install was the responsibility of Iowa City Fire. Albrecht added that it has been policy since he came on board to tell User Agencies anything above and beyond the radios and the initial purchase is the responsibility of the User Agencies.

Wright asked if we could communicate this back to the Board of Supervisors. Bailey suggested we write a letter explaining this to the Board of Supervisors. Harney stated he believed the basis for the whole situation was that the property tax levy is made by the Board of Supervisors but is not broken out into its own line item. Harney said if the levy could be its own line item it would clear up a lot of confusion. Bailey stated the more explanation there is of the property tax levy might help ease concern of the Board of Supervisors. She said it is not going to address the whole issue but it is a start. Wright stated a letter to the Board of Supervisors stating our position on radio purchases would be a good idea to clear up this misunderstanding.

Bailey stated there needed to be avoidance of double taxation stating that we levy for the costs of the radio purchases and maintenance and if we put that cost back on the User Agencies it would appear they would be paying for it twice.

Harney said one of the examples he gets all the time is that University Heights has ten radios sitting on the shelf and that those radios should be at JECC for use. Pulkrabek stated one of the reasons for that is that each radio is assigned to a person and if the emergency button were pushed JECC would know who it is. He stated all Jail Deputies have radios, but don't work

every day. Bedford stated each radio has a unique profile as to what talk groups that radio has access to. Pulkrabek said there is clearly not a level of understanding as to how complex these radios are. Albrecht added he believed University Heights had 10 radios on the shelf because that was probably the number of radios they had on the old system and we just replaced what they had.

Harney asked if a letter would be appropriate. Albrecht stated that He and Stone had already discussed the writing of the letter and that one would be forthcoming. Pulkrabek asked if the Board of Supervisors had asked for a Joint Meeting. Harney said the Board of Supervisors did ask for a Joint Meeting. Wright suggested to send the letter first and if there were still concerns the Board of Supervisors could come to a Policy Board meeting and the issue or issues could be added as an agenda item. Bailey stated there is always opportunity to come to a Policy Board meeting. Wright said he would not support a Joint Meeting just to discuss this issue.

Harney suggested we send the letter and then have Albrecht and Stone attend an informal session of the Board of Supervisors to discuss the issues at hand. Harney then stated the preceding conversation took care of Agenda item number-9.

## **10. Discussion about Non-Member Public Safety Agency fee structure.**

Wilson stated that Linn County was coming on our system, once their system was built, and they likely would not charge Non-Member Public Safety entities for use of the system. Wilson further stated that the Department of Corrections, State Patrol and Fusion also want use of the system and it wouldn't be fair to charge some Non-Member Public Safety entities and not others.

Stone stated that Linn County and Johnson County both have different fee structures, so changes would have to be made once the Linn County system went on line. Wilson said there would have to be an agreement in place stating we would not purchase nor maintain the radios of Non-Member Public Safety entities and that we needed to review the fee structure to determine if there would be a charge or not. Wilson said the issue came to light when FUSION asked to join our system. Bedford stated it could be numerous radios that would have the ability to be on our system and FUSION, being a governmental entity, wouldn't have the money to pay the current fee. Bedford added if we charged Non-Member Public Safety Agencies, such as Linn County, then they could charge us back at, possibly, a higher rate.

Bailey asked why Linn County was not charging Non-Member Public Safety entities. Wilson stated he believed it was because Linn County felt they got enough day to day benefit out of working with these agencies and that making money off of them wasn't important. Bedford said there is a benefit to local law enforcement in working with Non-Member Public Safety Agencies and he said a fee would be a hardship for all of those entities.

Bailey asked why we decided to charge a fee in the first place. Wilson stated it was because Iowa City used to charge those that used its system. Bailey asked what the downside of not charging would be. Wilson stated there would be loss of revenue. Pulkrabek asked if there would be any cost to us to have these users on the system. Wilson stated he didn't believe so as they would bear the cost of the radios and the maintenance. Wilson added we would be giving

them air time. Bailey asked if we would need additional people, would there be additional traffic and would there be added liability for JECSA. Bailey asked if a pro and con comparison could be completed and then bring the issue up again next month for further discussion. Bailey stated that if having Non-Member Public Safety Agencies on our system limits our ability to use the system then the fee makes sense. Pulkrabek stated we didn't want to get to a point where we maxed out our system and then it would cost us to purchase another channel. Bailey stated she didn't want to hobble Public Safety entities in Johnson County because of these added users saying the pros and cons comparison makes sense to answer those questions.

Bailey stated just because Linn County is doing it one way doesn't mean we have to do it that way. Wright stated he would like to see it point by point. He would like to know how much revenue we would be talking about. Bailey would like to know why Linn County is doing it the way they are doing it. Pulkrabek said he thought a pro and con comparison would be good. He further stated he didn't want to hold up any users because of this discussion. Albrecht stated the Department of Corrections is already using the system. Albrecht said there was a signed agreement but they have yet to be invoiced.

#### **11. Other business.**

Albrecht informed the Policy Board that there would be a budget amendment presented to them at the May meeting. Jones asked if the Policy Board wanted to change the date of the May meeting because it was Memorial Day Weekend. The Board agreed to keep the May meeting date as is. Jones gave a quick update on the UI-DPS project. He stated DPS has received a significant amount of funding to help complete the project. Lundell stated he recently had the opportunity to tour the new Dispatch facility in Scott County. He said it was a very similar functioning building as ours, but was a little more stylish. Wilson described the Scott County facility as an upscale office building compared to our facility which was more of a standard governmental building.

#### **12. Consider a Motion to Adjourn to Executive Session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session pursuant to Iowa Code section 21.5(1)(i).**

Albrecht requested the executive session for his three month review.

Motion to go to executive session was made by Wright; seconded by Salm. Roll Call: Lundell, aye; Wilson, aye; Pulkrabek, aye; Salm, aye; Wright, aye; Harney, aye. Bailey had to leave and was not present for the Executive Session.

#### **13. Consider a Motion to adjourn the meeting.**

Motion to adjourn by Pulkrabek; seconded by Wright. Motion passed unanimously.