

## MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County  
Policy Board  
Sunday, May 2, 2010 at 7:00 p.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. Comments from the public.**

None.

**3. Update regarding the P-25 schedule and RACOM installation schedule.**

Stone commented the thirty-day acceptance test for the P-25 system will begin on or about August 13, 2010. If the P-25 system passes the acceptance test, the installation of the mobiles will begin in the middle of September and is scheduled to be completed by the end of October.

Nick Loney, RACOM, commented there are about 230 mobiles to install. Bailey questioned the effects on the schedule if the P-25 system failed the test. Pulkrabek, Loney, and Terry Brennan, RACOM, discussed the distinction between a minor and serious failure. A report will be generated during the P-25 System acceptance test logging any failures. Brennan commented the mobile installation schedule will depend upon the availability of vehicles.

**4. Discussion of and action to approve Resolution 2010-01 regarding appointment of Interim Executive Director(s).**

Wright presented the two possible versions of Resolution 2010-01. Harney stated the Johnson County Board of Supervisors requested the 28E agreement be revisited. Wright stated there was no time to do it and appreciated the County's concerns.

Wilson supported naming Tom Jones as Interim Executive Director. Stone

stated nothing in the 28E agreement precluded naming Pulkrabek and Hargadine as Interim Executive Directors. Wilson stated naming Pulkrabek and Hargadine as Interim Executive Directors is inconsistent with the 28E Agreement. Harney supported naming Jones as Interim Executive Director. Wilson suggested Jones has the authority of Interim Executive Director with the guidance of Pulkrabek and Hargadine. Salm agreed with Wilson. Lundell stated this flowed better. Wright said naming Jones as Interim Director jived with the 28E Agreement and Jones should use the expertise of Pulkrabek and Hargadine. Bailey expressed concerns about time commitments.

Hargadine identified a problem with implementation. Hargadine supported bringing Jim Thayer and Nancy Sereduck over to JECC as soon as possible. Pulkrabek supported becoming more involved in the project. Pulkrabek also commented on the organizational structure. Pulkrabek stated Jones was doing an outstanding job and he would be available as an advisor to Jones. Bailey supported weekly meetings of Jones, Pulkrabek, and Hargadine.

There was general support to pay Jones based on an \$82,500 annual salary while Jones was the Interim Executive Director. Motion to Approve Resolution 2010-01 appointing Jones as Interim Executive Director and paying based on \$82,500 annual salary by Bailey; seconded by Salm. Motion passed unanimously.

**5. Discussion of correspondence from Harris Corp. and discussion of and action to approve in part Elert & Associates' proposal.**

Jones stated Elert & Associates was under contract for work and there was a need to add to Elert & Associates' scope of work. Jones wanted Elert & Associates to have more day-to-day involvement and to have Dave Kaun involved with the non-public safety users. Wilson stated the proposal was to be capped at 66 additional hours. Pulkrabek stated there would not be a need for additional travel time. Harney inquired about Elert & Associates' comments on staffing.

Motion to approval Elert & Associates' proposal as modified by Pulkrabek; seconded by Harney. Motion approved unanimously.

**6. Discussion of and action to approve change in organizational structure.**

Jones stated the change in organizational structure split the IT and dispatching responsibilities. The change would not have lead dispatchers, rather the dispatchers would be dispatcher-1 or dispatcher-2. The change cut about \$59,000 from the budget, which will cover from of the \$124,000 shortfall. Pulkrabek talked about the steps for the dispatchers. Jones stated the years of seniority will transfer. Pulkrabek stated the change in organizational structure eliminated the assistant director and clerk. Lundell supported some

administrative position, at least someone to answer the telephone. Bailey stated some administrative support is necessary for a large department like JECSA. Pulkrabek stated the duties could be divided up. Bailey was against running JECSA on the cheap because it makes the work with the public more difficult. Harney supported having someone at the door. Wilson supported conducting a cost/benefit analysis of hiring a clerk. Bailey supporting assigning the clerk the duties of accounts payable and facilities management. Wright stated these costs should be tracked for the first year. Stone commented that Pulkrabek and Hargadine will act as advisors and consultants, not as an Executive Committee. Motion to approval change in organizational structure as amended to refer to Pulkrabek and Hargadine as "Advisors and Consultants," not an "Executive Committee" by Bailey; seconded by Wilson. Motion approved unanimously.

**7. Discussion of search plan for an Executive Director.**

Pulkrabek stated Diana Borash had contacted him by email. There was no interest in hiring Diana Borash as Executive Director at this time and her application would be consider along with all others.

Wright commented on hiring a search firm. Wilson stated the consultants helped, but did not conduct the search. Pulkrabek stated Elert & Associates screened candidate and Jim and Nancy could help. Bailey clarified Jim and Nancy would not hire their boss. Bailey stated Jeff Davidson might be able to field inquires. Wright talked about writing the job description. Bailey offered Jeff Davidson's help. Wright suggested Elert & Associates screen candidates. Bailey suggested Jeff Davidson be the point person. Jeff Davidson could handle emails and telephone calls. Wright committed to talking with Jeff Davidson about this. Pulkrabek requested a future agenda item about hiring a search firm. Pulkrabek suggested an in-house search precede the hiring of a search firm. Bailey suggested the timeline be the same as last time. Pulkrabek stated the search could take 3-4 months.

**8. Discussion of and action to approve request for disbursement of funds from Johnson County.**

Harney commented on the meeting with County representatives before the Policy Board meeting. Pulkrabek stated the funds should be transfer as if JECSA were a school. Bailey questioned about the legal opinions provided to the County. Pulkrabek suggested \$1,500,000 be transferred by May 15, 2010 with the balance to be paid by June 1, 2010. Mike Wright committed to writing the letter and sending the letter to the mayors, treasurer, board of supervisors, and others. Motion for approval by Pulkrabek; seconded by Bailey. Motion approved unanimously.

**9. Discussion regarding time and agenda for the next Policy Board meeting.**

Wright stated another meeting will occur in mid-May. Wright also stated the May 28, 2010, meeting with the Board of Supervisors will occur as scheduled.

**10. Other Business.**

Stone stated a revision to the bylaws is necessary to permit JECSA to have Iowa SYSTEM access. Pulkrabek stated a sub-committee will be created.

**11. Consider a Motion to Adjourn the meeting.**

Motion to Adjourn by Wilson; seconded by Lundell. Motion passed unanimously.