

MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County
Policy Board
Friday, June 7, 2013, at 7:30 a.m.
4529 Melrose Avenue, Iowa City, Iowa
Policy Board Conference Room

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|--------------------|---------------------|---------------------------------|
| DIRECTORS PRESENT: | Coralville: | Bill Hoeft for John Lundell |
| | North Liberty: | Tom Salm |
| | Iowa City: | Tom Markus; Susan Mims |
| | Johnson County: | Janelle Rettig; Lonny Pulkrabek |
| | Johnson County EMA: | Dave Wilson |

1. **Call to order; recognize alternates.**

Tom Salm called the meeting to order. Coralville, Bill Hoeft was recognized as an alternate for John Lundell. Communications Supervisor Brandon Siggins was also present.

2. **Action to approve minutes of the March 22, 2013, Policy Board Meeting.**

Wilson moved to approve the minutes and Pulkrabek made a second to this motion. Motion passed 7-0.

3. **Comments from the public.**

Brandon Siggins was introduced as the new JECC Dispatch Supervisor. He was appointed to this post April 22, 2013.

4. **Executive Director's Report/Update.**

On April 3rd Nick and Tom attended the Iowa APCO Conference in Des Moines. The featured speaker was the dispatch supervisor from Newtown, Connecticut and she spoke about how the communications center operated during that tragic incident. The following week he attended Alice Training that was held at the JECC-EMA facility. Attending both of these classes was useful in the development and updating of our current policies and procedures as they relate to active shooter incidents.

On April 10th, the JECC was recognized by the Eastern Iowa Green Building council at Hotel Kirkwood for our Gold Certification that we achieved in 2012. Jones accepted the certificate on JECSA's behalf. The JECC was also recognized in the Corridor Business Journal.

On April 30th, JECC participated in the re-accreditation audit for the Iowa City Fire Department. The audit went very well and they were given a positive recommendation.

During the month of April some damage was verified that had occurred to some of the equipment on one of JECC's co-located towers. A vendor that was doing some work on another antenna on the tower did some damage to our equipment. The company and their insurance provider and our equipment are scheduled to be repaired on June 12th.

The Joint Emergency Communications Center entered into a new service agreement with WENS to provide Reverse 911 and emergency Notifications to the public effective July 1st. This new service will replace Code Red. We were able to bring in other agencies including Iowa County to our contract to help reduce our overall price. This will bring a significant savings to the JECC annually.

In May we had our IPERS compliance audit and there were no issues found. This audit will occur approximately every 3 years.

On May 23rd, Jones met with the Deputy Director of Emergency Medical Services from Ulaanbaatar, Mongolia about 911 and emergency communications. This visit was coordinated through the University of Iowa and the United States Department.

Jones received new rates for Dental and Health insurance for fiscal year 2014. Our Delta Dental rates stayed the same and there was no increase. Wellmark health insurance rates increased by 10.04% for fiscal year 2014. We budgeted for a 15% increase, so we will be good for fiscal year 2014. There were no changes to our Long Term Disability or Vision plans since we were under contract through 2014.

Rettig was job shadowing in dispatch in May and noticed the computer screens going blank. Nick is working on the problem. It has not been a big issue so far, but needs to be addressed and fixed.

Questions arose on flood updates. There were no issues that came up that could not be handled here. We used a patch from mutual aid to contact other agencies. It was good that JECC had switched to WENS system.

5. **Discussion item: Revised Emergency Communications Services Agreement**

In your packets are both a clean and track-changes versions of the Public Safety and Non-Public Safety Subscriber agreements. These agreements incorporate the changes that were approved at the November 16, 2012 policy board meeting. Included below is a summary of the changes that were approved.

Radios – Public Safety

Entities will purchase their own radios and maintain service agreements on them for 3 years. Starting year 4, JECSA will add the radios to their maintenance agreement and pay for that expense. The radios purchased must comply with model approved by JECSA.

Pagers

JECSA will issue the remaining pagers that they have on hand. Entities may purchase and maintain their own for a period of 3 years. At the end of 3 years, JECSA will decide if they are going to continue to maintain and support pagers. JECSA will be evaluating other methods of paging in the future.

CAD/AVL – Law Enforcement

JECSA will purchase CAD and AVL software at their contracted price, but will charge back the entity for that cost. The entity will maintain service agreements for 3 years and then starting

year 4, JECSA will add the software to their existing maintenance agreements. THE CAD and AVL software purchased must be the same vendor that JECSA currently supports.

CAD/AVL – All Other

JECSA will purchase CAD and AVL software at their contracted price, but will charge back the entity for that cost. The entity will be required to maintain their own service agreements on the software to keep it on the same version that the JECC is supporting. The software will not be brought onto the JECC's maintenance agreement.

6. Discussion item: JECC Road Sign

Included in the packet are some pictures of the right-of-way for the entrance into JECC. The Iowa City Traffic Department can provide us a sign with an arrow and our names spelled out as a directional sign in the right-of-way if we use theirs. It will have to be white and blue, but they can make us any size we wish to have. JECC can put our own sign further back from the right-of-way for further directions into our facility and the sign decoration and color can be of our choosing.

It was suggested we go ahead and use the sign design shown by the City.

7. Other business.

Because of delays caused by the flood and other items to deal with, the evaluation for Jones has been delayed. The Board will get on task to get that completed.

8. Consider a Motion to adjourn the meeting.

Mims motioned for adjournment, second by Rettig. Motion carried. Meeting adjourned.