

# MEETING MINUTES

Joint Emergency Communications Services Association of Policy Board  
Friday, June 22, 2012, at 7:30 a.m.  
4529 Melrose Avenue, Iowa City, Iowa  
Policy Board Conference Room

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

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

Lundell called the meeting to order. All were present except for Lonny Pulkrabek. Harney was the alternate for Pulkrabek.

**2. Action to approve the minutes of March 23, 2012, March 26, 2012 and May 7, 2012 Policy Board meetings.**

Motioned by Mims; second by Salm. Motion passed.

**3. Comments from public.**

No comments from the public.

**5. Discussion item: Latta Harris is present to explain the JECSA monthly financials and to answer any questions that board members may have.**

Lundell introduced Carrie Faudel, an accountant from Latta Harris Hanon & Penningroth. Faudel suggested that JECSA should focus on the budget versus the actual. Faudel said the financials also included income and assets. Rettig commented that JECSA has debt and Faudel discussed the Harris contract. Faudel noted that the payroll is the biggest expense and that much of the equipment was pre-paid. Lundell wanted to see variances and any year-to-year comparisons. Faudel showed extra column with this month's budget compared to the year-to-date. Faudel inquired if the Policy Board wished to include payroll information with each monthly budget. Mims asked about the advantage administrator expenditures and also about a \$35,000 monthly premium. Jones explained that advantage administrators was the third party processor they use for partial self-funding insurance claims. He explained that there are several of them per month. Jones also explained the premiums that were paid for monthly insurance and employee benefits. Rettig said that these were unfamiliar vendors and mentioned it is difficult to track any abnormal expenditure. Faudel suggested that a budget category could be added. Wilson asked for a short description and Lundell suggested grouping the vendors into categories.

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

Jones provided an update on the NG-911 circuits that were to be installed, but were not due to signal loss on the circuit. Jones stated that the installation would be rescheduled in the future when the issue had been addressed. Jones also met with University of Iowa Parking and Transportation about joining the JECC radio system. The only question they had was whether the Board would raise user fees in the future. Jones noted that Harris was on site to complete the direct fiber connection to the radios system between the JECC and DPS. Jones mentioned that he loaned six radios to the Iowa State Patrol to assist with the construction project along I-380. Rettig inquired that the radios would only be a loan and Jones agreed. Jones discussed the hiring for two open positions and that he had received over 100 applications for the two vacant positions. Lundell also mentioned that he had forwarded and editorial to Policy Board.

**6. Discussion and action to approve Resolution 2012-04, appointing Tom Jones as Executive Director and entering into an employment agreement.**

Lundell introduced Tom Jones' draft employment agreement to the Policy Board for discussion. The main points of discussion were regarding Jones' salary and the possible tuition reimbursement granted to Jones to complete his Bachelor's degree. Rettig was concerned that if JECSA paid for Jones' continuing education, a precedent would be set to pay for the education of future non-bargaining employees. Rettig also questioned why JECSA would pay for Jones' education if they were willing to grant him the position based off of his experience and performance. Markus inquired about the due diligence language in the employment agreement, and whether that could be a potential legal problem if Jones left the Executive Director position. Stone explained that the due diligence language is an extra step that JECSA would have to make if Jones leaves the Executive Director position, not an automatic guarantee that he would have to right to his old IT position. Lundell suggested that they take the tuition reimbursement language out of the employment agreement and have Stone draft a separate document detailing the terms to be voted on by the board. Stone outlined that the tuition reimbursement would apply to B. A. classes only, that reimbursement would be contingent on class performance, and that Jones would have to stay with JECSA for a certain amount of time after completion of his degree, and that there would be a time limitation for the completion of his degree not exceeding "x" dollar amount. Lundell also noted that a degree would not only benefit Jones professionally, but it would enhance and bring credibility to the organization as a whole. Mims inquired if Jones would attend class during the regular work hours of 8-5. It was noted that Jones works on call, so he would have no issue meeting the 40+ hour work week requirement. Markus made the motion to approve the recommended employment agreement minus the language regarding tuition reimbursement. Legal counsel was directed to draft separate item for tuition reimbursement. Seconded by Salm. Roll call vote: Lundell, aye; Wilson, aye; Mims, aye; Harney, aye; Markus, aye; Salm, aye; Rettig, nay. Passed 6-1.

**7. Discussion and action to approve hiring of part-time clerical position.**

Jones discussed a proposed part-time clerical position for 20 hours a week at \$13 an hour with flexibility according to workload. The position would help with paperwork filing, human resources and payroll filing, errands and possibly assistance with the warrant validation process in dispatch. Jones also mentioned it would be nice to have someone in the front office and that there would be no need to purchase additional equipment. Currently, these clerical functions are performed by Executive Director, dispatch supervisor or other staff. Jones believed that this would free him up in his role as Executive Director, so that could be more strategic in the operations of the JECC and active in the community moving forward. Mims moved to hire a part-time clerical position and it was seconded by Markus. Upon further discussion, Rettig questioned expenditures, since the position was not in the budget and the IT position had not been eliminated. Roll call vote: Lundell, aye; Wilson, nay; Mims, aye; Harney, aye; Markus, aye; Salm, aye, Rettig, nay. Passed 5-2.

**8. Discussion and action to approve hiring of permanent part-time employees.**

Jones discussed his solution to reduce the overtime expenses. Currently, the temporary part-time staff is also employed at other permanent jobs, making it difficult to schedule them consistently during peak hours or to cover for time off with regular staff. Because of this, JECSEA is forced to pay overtime to cover the schedule. Jones suggested permanent part-time employees to work at a regular schedule to help eliminate overtime. Jones reasoned that it made more sense to pay \$19 an hour instead of \$35 an hour for the 300 hour average of Overtime that is scheduled time off or covering for vacancies. He also hoped that these permanent part-time employees could easily move to become permanent employees, because they would be training the same way a full-time employee was since vacancies in the dispatch center has been typical. Rettig inquired about the overtime budget, which was estimated to be about \$91,000 for fiscal year 2013. Jones did not have actual numbers regarding the savings, but based on the principal of filling slots with part-time employees instead of paying time and a half to full-time employees, he roughly estimated \$36,000 a year in savings. Jones also noted that it would be nice to have the consistency and commitment of permanent part-time employees. Rettig asked about the typical call volume and it was noted that it was dependent on the time of day and week. Jones mentioned that the busiest call time was between Thursdays through Saturdays in the afternoon to evening hours. Rettig said that JECSEA will have created more positions without reducing spending authority, which she found to be the main issue. Mims moved (subject to budget information) to approve the hiring of permanent part-time employees and was seconded by Salm. Upon further discussion, Rettig requested call data to help efficiently staff the JECC. Roll call vote: Lundell, aye; Wilson, aye; Mims, aye; Harney, aye; Markus, aye; Salm, aye; Rettig, aye. Passed 7-0. Markus departed after vote.

**9. Action to approve Tactical Interoperable Communications Plan.**

Jones introduced the Tactical Interoperable Communications Plan and noted that it was drafted by Wilson. The plan documents who controls each resource and how JECC radio system operates. Jones noted that it is a NIMS requirement and it would be a document that

could be handed out to outside agencies that would be coming into Johnson County to assist with large events know how to communicate with the JECC. The TICP plan can also help obtain future grants. Rettig was concerned that since the document was considered privileged and confidential, that it might be a violation of the open records laws of Iowa. Motioned by Wilson, second by Salm. Roll call vote: Lundell, aye; Wilson, aye; Mims, aye; Harney, aye; Salm, aye; Rettig, nay. Passed 5-1.

**10. Discussion and updated on mobile data computer software and AVL software being added to the base package provided by JESCA.**

Not considered.

**11. Other business.**

No other business.

**12. Consider a motion to adjourn the meeting.**

Motioned by Harney; seconded by Mims. Adjourned