

MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County Policy Board
Monday, November 5, 2012, at 7:00 p.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; Lonny Pulkrabek
	Johnson County EMA:	Dave Wilson; Bill Saxton

1. Call to order; recognize alternates.

Lundell called the meeting to order. All members were present with no alternates.

2. Comments from public.

No comments from the public.

3. Executive Director's Report/Update.

Jones updated the board regarding the FY12 audit last Thursday and Friday. The auditors would be present at the next policy board meeting on November 16th to present their findings for the FY11 audit. The auditors would attempt to have FY12 finalized by the year end meeting to send out to the state. Jones updated on TAK10 expenses. E911 has agreed to pay for that expense. AVL radios would be discussed more in depth at the next meeting. Jones also updated on the possibility of new signage by the road. JECSA must go through the city signage ordinance for any new signage. Jones will continue to work on getting new signage by the JECC building.

4. Discussion with Accountant about Timing of Revenue/Expenses and Unallocated Cash Reserves.

Jones and Carrie Faudel, an accountant from Latta Harris, presented strategies to increase the cash reserves from the treasury. The unallocated cash in checking is relied upon to get JECC through the year's fiscal end in June through October and November when new funding arrives. Faudel explained that the history and timing of the payments in the past have shown up around October and November. Faudel presented the June 2011 balance and explained how that money was subsequently spent. The real reserves were just under \$500,000. Jones pointed out that 80% of the budget was payroll and that the main concern was just a cash flow problem. Rettig speculated that the perfect reserve would be 3 months of salary, wages and benefits, which would come out to approximately \$600,000. Rettig said that she would go to the county to see if it was possible to getting funding sooner than October.

5. Discussion item: FY2014 Budget Workshop and Presentation.

Jones presented the board with the first draft of the FY2014 budget and showed how the numbers compared to the current budget year. Jones announced that overtime had gone down by \$12,000, due to the hiring of part time staff. Rettig had hoped for better reduction in overtime results. It was suggested that Jones needed to assess the volume of calls compared to the time of day to better anticipate scheduling. Jones noted that the majority of the overtime is much easier to schedule now due to the part time employees.

The majority of Jones' budget presentation was spent reviewing contractual services. This was the largest part of the budget and encompassed maintenance, computer services, and software renewals. The software packages included warranty and 24 hour/day IT help. Jones never received an actual statement of the services that had been provided compared to the services that were paid for. Rettig wished to look into bonding for all communication and insurance as other counties have been doing.

Jones explained that legal services and consulting were now broken into different categories. Jones also explained that the \$10,000 increase was for the audit and would be a annual event for each new budget. Jones suggested moving the consulting budget of \$10,000 over to maintenance and repair. It was suggested to keep \$1,000 in consulting to maintain the line item and shift \$9,000 over to maintenance and repairs. This money would then be split between Building M&R, which would increase by \$4,000 and tower site maintenance which would increase by another \$5,000.

Jones would like to look into buying Plotz's land and allowing Plotz to graze his cattle on the land instead. Currently, the taxes are \$500, because the land is leased to JECOSA, but appraised at the highest price. JECOSA would like to buy four of his acres instead of the original eleven acres. Jones will go to renegotiate a sale of the land soon.

Solon Tower is the only tower JECOSA leases currently. Rettig wished to find a different/new location for a tower. There was a possible area to lease within a mile from the building. New towers could cost between \$750,000 to \$1,000,000 to build with life spans for 30-50 years.

Utilities were stable with a 3% increase per line due to an estimation of how utility companies generally raise their prices annually. Rettig wished to know why there was still \$15,000 in training. Jones said that money is for conferences and training seminars. Dispatch training is covered under E911. Training is currently local, but Jones would like to send employees out for training outside the center. It was decided to reduce the budget for training to \$10,000.

Jones explained that the books and publications category encompasses job advertising. Out of the \$5,7000 budgeted, \$3,000 goes to police legal sciences, which is a contract to put dispatchers through situational training at JECCS.

Jones explained the phone and internet services had decreased to 11%, minus taxes. Postage and mailing had been consistently below what was budgeted, so Jones dropped the FY14 budget to 50% of regular. In the rentals and leases, Jones renegotiated the lease with a reduction of 64-67%.

Jones suggested that the budgets for updating/maintaining the servers, storage network, county IT costs should probably be spread out over 5 years. Rettig wished to save money for when JECSA would actually need to update the services and attempt to anticipate that purchase instead of building it into the budget. Mims wondered if JECSA needed to plan for expenses 2-3 years out without actually putting into the budget. Rettig wished to know when would the capital needs occur and how could that be paid for? Other entities budget their costs over 5 years, divide out purchase price over those five years in the budget. Jones decided to set aside for a time whether or not JECSA should create a reserve or a capital plan for server replacement.

To summarize, expenditures were a net savings of \$5,000 with a potential for more savings. Jones was happy that JECSA was now stabilizing costs, since most of the upfront costs were out of the way. In FY15, all the renewals will be on the same date, and that will adjust the budget.

6. Other business.

a. Setting dates for the remaining November and December policy board meetings.

Jones wanted to know if this was the budget JECSA is going to publish. It was decided that December would be the annual meeting for the official approval of the budget. Jones said the board could meet again in November to go over the budget. Rettig should have public hearing after Jones had a chance to go through bids with Harris. The public hearing was scheduled for Monday, December 17th in the evening at 5:30pm. The other meeting is scheduled November 16, 2012 at 7:30am regarding the budget and updates on AVL radios.

7. Consider a motion to adjourn the meeting.

Motion to adjourn by Mims, seconded. Meeting is adjourned at approximately 9:00 pm.