

MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County
Policy Board
Friday, November 18, 2016, at 7:30 a.m.
4529 Melrose Avenue, Iowa City, Iowa
Policy Board Conference Room

DIRECTORS PRESENT:	Iowa City:	Susan Mims
	Johnson County:	Rod Sullivan
	North Liberty:	Chris Hoffman
	Johnson County:	Lonny Pulkrabek
	Johnson County EMA:	Dave Wilson
	Coralville:	

1. Call to order; recognize alternates.

Vice-Chair Chris Hoffman called the meeting to order at 7:31 a.m. Bill Hoeft was an alternate for John Lundell. Director Geoff Fruin was absent. Also attending were Tom Jones, Brandon Siggins, Todd Evans from JECC and Attorney Jeff Stone.

2. Action to approve minutes of the September 30, 2016, Policy Board Meeting.

Wilson made a motion to approve the minutes, second by Hoffman. Minutes were approved.

3. Comments from the public.

No public in attendance.

4. Executive Director's Update.

Jones updated the policy board on several items from his Director's report, which covered activities from September 30th to present.

Jones said the past 45 days have been primarily spent working on the Harris system upgrade project, fiscal year 2018 budget, fiscal year 2016 financial audit and collective bargaining agreement negotiations.

Jones talked about attending a fleet mapping meeting in Black Hawk County. He also said the JECC had to send a call taker up to Cedar Rapids to take phone calls during a busy part of the day due to an unexpected outage in the Wireless 911 system. The issue was related to faulty hardware.

Jones informed the policy board that collective bargaining negotiations had started on October 31st and that three meetings had been completed and there were three more scheduled.

Jones updated the policy board on the progress of the Harris system upgrade. He said the migration to SR10A.2 was complete and that was phase 3 of a 4 phase project and took approximately 35 days to complete. Phase 4 will start around November 24th and take

approximately 62 days to complete. The project is estimated to be complete and the end of March 2017.

Jones informed the policy board that the auditors were on-site on November 9th to work on the fiscal year 2016 audit. The audit will be presented to the policy board at the January 2017 meeting.

Wilson asked Jones about updating the board on the RACOM EDACS tower going away. Jones informed the policy board that RACOM had informed him that the Iowa City EDACS tower site would be going away in 2017. The JECC still communicates with customers who use that site. The JECC may offer to relocate that equipment to their facility, so that it can be utilized until a migration plan would be completed.

5. Review Policy Guidelines for the Reservation and Use of JECC Meeting Rooms.

Jones spoke about the nature of the policy and that this item was added to the agenda at the request of board member Wilson. Wilson discussed the concern about holding classes at the JECC where alcohol was involved because there had not been any clear direction on that and the policy did not explicitly cover it. Mims stated that she would not be supportive of denying that type of training here and that it could be contained to one room. She also stated that this is a perfect facility for training. Pulkrabek stated that he agrees with Mims. Sullivan asked if this was the only situation. Pulkrabek commented about this being an isolated incident and there was not a need to carve it out. Wilson stated there has never been any guidance about alcohol. Mims said that JECC management should be able to handle and regulate any classes regarding this. It was agreed that there would be no changes to the policy at this time.

6. Action to approve Resolution 2016-05, approving settlement and rework agreement.

Jeff Stone informed the policy board that we have a signed agreement to repair the roof. He recommends to the policy board to sign the agreement. Mims asked about anything precluding us from going back on the contractor if there are future problems. Stone stated that the release is for existing problems and in the event of future failures JECSA still reserves those rights. Sullivan asked who signs off on the completed work on behalf of JECSA. Stone stated that Neumann Monson the architect that designed the facility would recommend if the rework was acceptable.

Pulkrabek made a motion to approve, second by Mims. Approved.

7. FY2018 Budget Presentation and Work Session.

Jones presented a PowerPoint presentation of the proposed fiscal year 2018 budget. Jones presented one highlight in the Personnel/Wages section about adding an additional FTE for dispatch and eliminating two (2) – 30 hour part-time positions and creating one (1) part-time 24 hour position. This would allow the new FTE to be budget neutral. Pulkrabek asked about staffing and overtime. He also said at some point it would make sense to add full-time staff to give us flexibility. He said that the JECC has been operating at a high level of efficiency. Sullivan said that Jones should report back periodically on how this plan is working.

Pulkrabek made a motion to approve, second by Sullivan. Approved.

8. Other Business.

Jones discussed the public hearing date and if he had the board's approval to go ahead and reduce the wages line if negotiations were completed before the publishing window. If so, he would go ahead and publish the budget and the December meeting would be held as scheduled on the 16th. If not, he would inform the board and possibly finalize the budget at the January meeting. Jones stated he would keep the policy board updated on when the meeting would be.

9. Consider a Motion to adjourn the meeting.

Wilson made a motion to adjourn the meeting, second by Sullivan. Meeting adjourned at 8:46 a.m.