

MEETING MINUTES
JOINT EMERGENCY COMMUNICATION SERVICES ASSOCIATION
OF JOHNSON COUNTY – POLICY BOARD
FRIDAY, JANUARY 22, 2010 – 8:00 A.M.
THE JOINT EMERGENCY COMMUNICATION CENTER CONFERENCE ROOM
4529 MELROSE AVENUE, IOWA CITY, IOWA

MEMBERS PRESENT:

CORALVILLE:	JOHN LUNDELL
IOWA CITY:	REGINA BAILEY, MICHAEL WRIGHT
JOHNSON COUNTY:	LONNIE PULKRABEK, PAT HARNEY
NORTH LIBERTY:	TOM SALM, CHAIRPERSON
JOHNSON COUNTY EMA:	DAVID WILSON

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

All members present.

2. **Approval of minutes from the December 22, 2009 meeting.**

Motion by Harney, seconded by Wright. Motion passed unanimously.

3. **Comments from public.**

None.

4. **Update from User Advisory Committee.**

Fire Chief Andy Rocca reported the User Advisory Committee (“UAC”) had discussed the selection of batteries and was working through the legal implications of selecting either Harris or Honeywell batteries. The User Advisory Committee recommended the staffing plan presented by Sullivan. Some users had participated in the P-25 workshop and progress was being made on the talk groups and mapping. Lastly, Rocca commented that the UAC unanimously supported both the organizational structure and the budget presented by Sullivan.

5. **Business from Vivan Davis, Executive Director, Chatham Oaks and Mike Moran, Chatham Oaks’ Board President regarding snow removal and sidewalk cost sharing with JECSA.**

Sullivan reported that Chatham Oaks had requested JECSA cost share for snow removal and construction of a walking path. The estimated cost for the sidewalk was approximately \$9,400. Salm commented that the cost sharing for the snow removal was Sullivan’s decision. Salm also commented that because representatives from Chatham Oaks were not present, the discussion of the sidewalk would be tabled until they arrived. The Policy Board moved on to Agenda Item No. 6.

Vivian Davis and Mike Moran joined the meeting after the Policy Board had moved on to the next agenda item. The Policy Board then returned to Agenda Item No. 5. Moran commented that change is difficult for the Chatham Oaks' residents. Moran commented that a safe place to walk is important. The estimated cost of the sidewalk was approximately \$8,200 to \$9,000. Moran also commented that the JECC building did not necessarily have adequate parking. Moran stated Chatham Oaks' parking spaces had been used.

Salm commented that the sidewalk issue would be tabled. Pulkrabek asked if Chatham Oaks expected JECSA to contribute to the ongoing maintenance of the sidewalk. Davis replied that maintenance was an open issue. Wilson acknowledged that traffic had been more than expected on one day.

6. Discussion and motion to approve JECSA FY 2011 operating budget including proposed staffing plan.

Sullivan developed the budget with input from Elert and Associates, other dispatching supervisors, other dispatchers, and Scott County. The User Advisory Committee was a big help in this process. Sullivan gave a summary of the positions, including Executive Director, Associate Director, System Analyst, Dispatching Operations Manager, Administrative Assistant, 25 full-time dispatchers, and two part-time dispatchers. Specifically, a System Analyst was for purposes of redundancy. Sullivan commented that it would be very difficult to have only one person responsible for all of the handling and support of the equipment infrastructure. Sullivan stated the equipment infrastructure needed to be supported on a 24/7 basis. Sullivan inquired about contracting this position out to the private sector. The cost for one individual one day (eight hours) a week was \$44,000 annually. The private sector would provide this position on a 40-hour week basis for \$141,000 annually.

Sullivan stated the Operations Manager would supervise the dispatchers, be responsible for teaching and training, and recruiting and hiring. The Operations Manager could come in to a call and take the call over. Sullivan stated the Dispatch Operations Manager was not required at this time, however, may be necessary when the Communication Center opens in July 2010. The UAC supports the hiring of the Dispatch Operations Manager.

Sullivan discussed the costs of benefits. The out-of-pocket maximums will go up. The benefits that JECSA will offer are similar, but not more generous, than the benefit of the City of Iowa City and the County are currently providing. Sullivan budgeted \$48,000 for the transfer of vacation and sick time for the City and the County. The total benefit costs are \$582,532. The part-time equivalents will receive benefits only if the employees work 30 hours a week.

Sullivan budgeted \$32,800 for maintenance and repair services. These costs included a HVAC, snow removal, and janitorial services. Emergency Management will share some of these costs.

Sullivan budgeted \$74,154 for miscellaneous services, which included onsite training and consultants.

The budget included \$41,874 for supplies and materials. Paper is a significant portion of this cost. Sullivan also mentioned that the annual maintenance expenses would substantially increase in two or three years. Additionally, future expenses will include batteries. The useful life of the batteries is approximately four or five years. In four or five years, all of the batteries will be required to be replaced. The UPS unit will also need to be replaced in the near future.

Sullivan estimated that JECSA owes approximately \$4 million to Harris Corporation to complete the payments on the system purchase contract. This budget is the first budget ever prepared for JECSA.

Wilson commented that the 77¢ levy generated approximately \$3.9 million. The bond paid for the building and the P-25 system.

Harney commented that the bonds were reversed bonds, which had larger payments towards the end of the bond than at the beginning. Harney commented that the bonds will not be paid off early; that the levy rates for the building and equipment will be set for the duration of the bonds.

Pulkrabek expressed support for bonding for as many of JECSA's expenses as possible.

Bailey reminded the Policy Board that the purpose of JECSA was to provide for public safety. Bailey encouraged the Policy Board to focus on the services that JECSA is providing. Pulkrabek commented on the system analyst position. Pulkrabek commented that the County managed for the County, Coralville, and North Liberty. Pulkrabek stated that Bill Horning and Gary Kahn may be willing to help JECSA. Pulkrabek also was not comfortable with the dispatch operations manager and administrative assistant positions. Pulkrabek supported hiring additional dispatchers.

Harney wanted to make sure that there would be no failures when the P-25 system came on line. Harney also commented that the County's IT support person now has no time to assist JECSA. Harney said there was not enough information whether JECSA could contract with the County to provide support.

Sullivan commented that the system analyst position was necessary. The system analyst position will take time to get up to speed. Some of them commented the City of Iowa City probably did not have the resources to provide the support that JECSA would need. Sullivan also expressed concerns about any guarantee of response after July 1, 2010.

Rocca commented that the UAC supported the staffing plan as presented by Sullivan. Lundell expressed support for the idea of redundancy. Wilson commented that the Emergency Management did not need the administrative assistant position. Wilson fully supported the system analyst position. Wilson recognizes that this is a technology intensive process. Wilson supported waiting until the doors opened to hire additional positions. Bailey supported hiring a system analyst. Bailey suggested waiting to hire the operations manager and consider hiring more dispatchers. Bailey was against hiring an administrative assistant. Sullivan commented that the administrative assistant would also help with billing and accounting. The administrative assistant would also be someone at the front door. Wilson commented that the JECC building

had been used for lots of training. The JECC building had housed over a thousand people since it opened. There had been more than 500 hours of training conducted at the building since it was opened. Pulkrabek concurred that the JECC building was being used for training.

Harney suggested that the operations manager and the administrative assistant positions be left in the budget, but not hired at this time.

Wilson moved to set a levy rate at 75¢. The operations manager and administrative assistant positions were funded, but not approved for hiring at this time, and the system analyst was funded and approved for hiring. This was seconded by Harney. As a roll call vote, Lundell, aye; Bailey, aye; Wright, aye; Pulkrabek, no; Harney, aye; Wilson, aye; Salm, aye.

Meeting adjourned.