



**Joint Emergency Communications Services Association Policy Board
Monday, November 23, 2009 – 8:00 a.m.
Joint Emergency Communications Center
4529 Melrose Avenue
Iowa City, Iowa**

**Agenda
Revised November 20, 2009**

1. Call to order; recognize alternates.
2. Approval of minutes from the October 29, 2009 meeting.
3. Comments from the public.
4. Update from User Advisory Committee November 17, 2009 meeting.
5. Action to approve change order for additional JECC emergency communications equipment, configurations and accessories.
6. Discussion/action regarding JECSA Policy Board's position to make future purchases of communications equipment to public safety agencies in Johnson County.
7. Action to approve change order for Tri State Towers.
8. Action to approve selection of and beginning negotiations on employee benefits package.
9. Discussion/action regarding employees carrying over accrued sick leave and vacation from their current employers.
10. Discussion/action regarding dispatch center staffing.
11. Other business.
12. Adjournment.



Joint Emergency
Communication Center
for Johnson County, Iowa

November 20, 2009

Policy Board Members
Joint Emergency Communications
Services Association of Johnson County

RE: JECC Agenda Executive Summary

Dear Policy Board Members:

I am writing to provide you with a brief summary of some of the agenda items for the Monday, November 23, 2009 Board meeting.

CHANGE ORDERS

The item #5 change order is being prepared by Jeff Stone. The User Advisory Committee has been discussing radio counts and configurations at the last few meetings. We are now at a point where one of a series of change orders involving additional JECC emergency communication equipment, configurations and accessories needs to be considered and approved. At this point the change order will primarily involve portable and mobile radios, removals and installations.

Jeff Stone has prepared and distributed the change order for Tri-State Tower. This change order involves the Industrial Park tower site.

EMPLOYEE BENEFITS PACKAGE

I distributed a spreadsheet to each of you earlier this week showing a comparison of benefits and estimated costs associated with each of the agencies that I have met with over the past two months. I did come across a letter dated April 28, 2008 that indicated in preliminary discussions, both City of Iowa City and Johnson County representatives indicated they would be willing to support services under a contractual arrangement. As you know I solicited proposals from the City and the County without success. I have not received any indication from the County or Iowa City about their willingness to reconsider the provision of human resources services including employee benefits.

My hope was that I would not have to reinvent the wheel any more than I have to. I do feel strongly that whoever provides human resources services and employee benefits is the same agency. Ultimately this will be decided by the policy board. Therefore, I am seeking direction from the Policy Board to choose an agency and authorize me to begin negotiating an employee benefits package and human resources services.

CARRY-OVER OF ACCRUED TIME FOR NEW JECC EMPLOYEES

The policy board needs to ultimately decide what type of accrued time and how much accrued time will be allowed to carry-over for the City and County dispatchers once they decide to seek employment with the JECC. I reviewed both City and County contracts and I provide the following information:

Regarding vacation time; comparatively speaking, the city employees may receive pay for unused vacation time up to 192 hours. Whereas, county employees may receive pay for all unused time, provided the two week notice was honored.

Regarding sick leave; comparatively speaking, city employees may receive pay for half of their accumulated sick leave at their current hourly rate provided they were hired before June 29, 1985. Employees hired after this date do not receive sick leave payouts. County employees may receive 25% of their accumulated sick leave at their current hourly rate but are only eligible for the payout after 20 continuous years of service. There is no established standard that I am aware of in this industry where employee's carry-over sick leave accruals upon terminating their employment and applying for a new job elsewhere, even in consolidation situations.

Regarding holiday time; is credited and earned in the aggregate for the year at the beginning of the fiscal year. County holiday time is earned on the actual holiday.

Regarding comp time; can be carried over at the City up to 40 hours per year, anytime beyond that is automatic pay. The County employees can earn up to 36 hours every 6 months (August 1 and February 1) the county can buy back up to 36 hours of comp time at straight rate).

If it is the Policy Board's desire to allow carry-over of specific accrued time I would recommend capping vacation at 192 hours and sick leave at 25% of their current balance. Holiday time or comp time would not be considered a carry-over issue.

DISPATCH CENTER STAFFING

I have spent a considerable amount of time talking with Elert, the city and the county communications supervisors about scheduling and staffing the communications center (dispatch). Both agencies currently work ten hour shifts and are under staffed. I

also spent time talking with other consolidated communications centers about their staffing and the jist of it all is that eight hour shifts are recommend by Elert and unanimously preferred by the dispatchers.

It is anticipated that Iowa City will move ten fulltime positions and two part-time positions to the JECC and the County will move 11 – 12 full time positions. Given this assumption, the JECC could receive 22 fulltime positions as part of the consolidation. This would necessitate that I hire an additional 2-3 fulltime dispatchers to adequately staff the center. At this point I estimate that salary expense to be approximately \$113,442.00 for the three FTE”s. the par-time FTE’s would cost approximately \$54,540.00.

That being said, my dispatch center staffing and scheduling recommendation is to provide 25 FTE’s (3 FTE’s in addition to those moving to the JECC) and at least 2 PTE’s (2 PTE’s in addition to those moving to the JECC). This staffing configuration will allow me to staff the center on all three eight hour shift at levels adequate to provide acceptable service to the public and the users. Understaffing a consolidated communications center will have a serious and adverse impact on recruitment, retention and employee burnout. I can’t stress this enough. Having a minimum number of five dispatchers working everyday with more during special event activities will assure adequate operations of the JECC. We have put a lot of time and money into this project in order to assure its success, this is one aspect of operations that I present to you for your consideration and action.

Respectfully,

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