

MEETING MINUTES  
JOINT EMERGENCY COMMUNICATION CENTER FOR JOHNSON COUNTY POLICY BOARD  
FRIDAY, OCTOBER 3, 2008 – 9:00 AM  
CITY MANAGER'S CONFERENCE ROOM, IOWA CITY CITY HALL

MEMBERS PRESENT:   Coralville:                 Henry Herwig  
                          Iowa City:                 Regenia Bailey, Mike Wright  
                          Johnson County:         Lonnie Pulkrabek  
                          North Liberty:           Tom Salm  
                          Johnson Co. EMA:       Dave Wilson

MEMBERS ABSENT:    Johnson County:         Pat Harney

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

Chairperson Herwig called the meeting to order at 9:02 a.m. There were no alternates present.

2. **Consider approval of September 26, 2008 meeting minutes**

Consideration of the September 26, 2008 meeting minutes was deferred.

3. **Public discussion**

There was no public discussion.

4. **Consider action on a preferred radio system vendor**

Mike Milas of Ehlert & Associates explained the radio system vendor evaluation process which took place on Wednesday, October 1. Milas stated all proposals were responsive. Two of the proposals were very good and one was less responsive. There was unanimity on the number one and number two ranked vendors. They will begin negotiations with the preferred vendor but not disqualify either of the other two at this time. Milas stated that it was hoped to negotiate the cost of the radio system so that it would be under the estimated budget. Davidson stated that October 23-24 and November 5-7 would be dates that Ehlert would be in town for continued negotiation with the preferred radio system vendor and also for Executive Director candidate interviews. Davidson stated board members should email him if they were interested in committing to either of these activities. Pulkrabek stated he was very satisfied with Ehlert's handling of the radio system vendor process.

5. **Consider action on finalists for the Executive Director position**

Milas reviewed the candidate pool and stated he felt the job description put together by the Joint Emergency Communication Center Policy Board was very good. Milas stated the selection of the top four candidates was unanimous.

Davidson stated he felt that travel expenses for out of state candidates should be paid by the policy board. It was moved by Bailey and seconded by Wright to have Davidson coordinate travel expenses for the top four candidates. Milas stated interviews would be scheduled the morning of Friday, October 24. Davidson stated board members and advisory committee members who could commit to all four interviews should contact him by email. Milas stated that tours would be set up for out of town candidates. Herwig asked if it was felt that the candidate pool was strong. Milas replied yes. Milas stated a law enforcement background check of the preferred candidate would take place.

6. **Review accounts payable since last board meeting**

Davidson stated two invoices had been received which were submitted for payment: \$1,077 for Simmons Perrine and \$15,800 to Stanley Consultants for the peer review process.

7. **Set date of next meeting**

Friday, November 7, 2008, 9:00 a.m. in Harvat Hall was agreed to as the next policy board meeting date.

8. **Other business**

Davidson asked if the board would like a ground breaking for the Joint Communication Center. The board concurred they would like a ground breaking ceremony. Davidson stated he would work with the contractor to get this set up. Davidson stated a pre-construction meeting with the contractor would be held Wednesday, October 8 at 1:30 p.m. in Harvat Hall. Davidson stated he had met with the person from Stanley Consultants who would be providing construction inspection services, Cynthia Butler.

9. **Adjournment**

Chairperson Herwig declared the meeting adjourned at 10:00 a.m.