

MEETING MINUTES
JOINT EMERGENCY COMMUNICATION CENTER FOR JOHNSON COUNTY POLICY BOARD
FRIDAY, NOVEMBER 21, 2008 – 8:00 AM
IOWA CITY WATER TREATMENT PLANT CONFERENCE ROOM

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

ALTERNATES PRESENT: Johnson County: Mike Sullivan

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

Chairperson Herwig called the meeting to order at 8:01 a.m. Mike Sullivan was recognized as alternate for Pat Harney of Johnson County.

2. **Consider approval of November 7, 2008 meeting minutes**

It was moved by Bailey and seconded by Wilson to approve the meeting minutes of November 7, 2008. The motion carried unanimously.

3. **Public discussion of any item not on the agenda**

There was no public discussion.

4. **Consider transfer of the consultant agreement with Elert & Associates from the City of Iowa City to JECC to allow for amendment**

Interim Project Manager Jeff Davidson explained that the original consultant agreement with Elert & Associates was executed by the City of Iowa City because the JECC entity had not yet been formed. Davidson explained there were two resolutions, one to authorize reassignment of the agreement from the City of Iowa City to JECC, and a second resolution to authorize the contract amendment for audio visual planning and design services. Herwig asked for a motion on resolution 08-4. It was moved by Wilson and seconded by Wright that resolution 08-4 authorizing assignment of the consultant agreement for services in support of the consolidated dispatch center and shared radio system initiative be adopted. The motion carried unanimously.

It was moved by Wright and seconded by Salm that resolution 08-5 authorizing the entering into of a contract with Elert & Associates for audio visual design services be approved. The motion carried unanimously.

5. **Recommendation on proposed bond sale**

Jon Burmeister of PFM Financial Management Group was present to explain the proposed financing plan and bond sale, which is scheduled for January. Burmeister stated that approximately \$1.9 million would be available for operations after debt service commitments were taken care of. Davidson stated this was favorable in terms of estimated annual operating expenses. Pulkrabek asked if attempting to change language in the adopted legislation to allow both capital and operating expenses to be paid from the special levy would help us. Burmeister explained that the JECC bonding process was too far along for such a change to be of assistance. Herwig asked if such a change should be a legislative priority for our area. Bailey and Davidson stated that this should be balanced against other legislative priorities.

It was moved by Pulkrabek and seconded by Bailey to approve proceeding with the proposed bond sale as outlined by Burmeister. The motion carried unanimously.

6. **Consider entering into an agreement for the JECC radio system with RACOM**

Mike Milas of Elert & Associates summarized how negotiations with RACOM were proceeding. Davidson stated there were no materials in the meeting packet because the most recent negotiations had occurred the previous day. Milas stated negotiations were still proceeding and there was no proposed contract yet. JECC legal counsel Jeff Stone outlined progress with the negotiations, and remaining issues to be resolved

including a limited liability clause. Pulkrabek stated the Board needs to be prepared to meet in December on short notice if necessary to approve the proposed contract with the preferred radio system vendor.

It was moved by Pulkrabek and seconded by Wilson to table approval of the agreement for the JECC radio system with RACOM until the next Board meeting. The motion carried unanimously.

7. **Discuss purchase of Computer Aided Dispatch (CAD) software with the City of Iowa City**

Davidson stated that the City of Iowa City was contemplating purchase of CAD software from the SMART Company and it was being suggested that there be cost sharing in the expense of this software since it would be used by the Iowa City Police Department for 14 months and then transferred to the JECC. Iowa City City Manager Michael Lombardo was present to state that Iowa City was coming from the premise that the SMART software is what the JECC wished to use for the proposed joint communication system. Pulkrabek replied, yes, that the County also used the SMART software and found it superior to other available software packages.

Pulkrabek stated that the Sheriff's Office intended to transfer two of their three CAD seats to the JECC when it began operation. Pulkrabek stated that it was also preferable to use the SMART software for a common database for all law enforcement within Johnson County. Pulkrabek stated that the SMART software had addressed fire/EMS CAD concerns. Iowa City Fire Chief Andy Rocca confirmed that a fire CAD module had been developed and met with his approval. Davidson stated that the proposed use of the SMART software was within projected budget figures. Milas stated that the JECC would also need to take scheduling and training into consideration. The Board concurred that the City of Iowa City should proceed with developing a formal cost sharing arrangement as outlined.

8. **Update on Executive Director candidate selection**

Davidson stated that following the Board meeting, second interviews would be conducted with the two Executive Director finalist candidates. Davidson stated that the Board would meet to determine a preferred candidate following the second interview. Davidson stated the Board would also receive the law enforcement investigation reports for each candidate.

9. **Construction project update**

Bill Hoefler of Neumann Monson Architects was present to review the ongoing construction project. Hoefler stated that the project was running a bit ahead of schedule and that foundation footings had been poured. Davidson asked if construction would proceed throughout the winter and Hoefler replied yes, with the appropriate winter weather adjustments to construction techniques.

10. **Accounts Payable**

Davidson reviewed invoices received since the November 7 meeting.

11. **Set date of next Policy Board meeting**

It was agreed to wait until the radio system contract was ready for approval before setting the date of the next Board meeting. Davidson stated he would contact Board members in December to schedule the meeting.

12. **Other Business**

There was no other business.

13. **Adjournment**

Herwig declared the meeting adjourned at 8:46 a.m.