

# MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County  
Policy Board  
Friday, July 22, 2011, at 8:00 a.m.  
4529 Melrose Avenue, Iowa City, Iowa  
Policy Board Conference Room

DIRECTORS PRESENT:	Coralville:	John Lundell
	North Liberty:	Tom Salm
	Iowa City:	Tom Markus
	Johnson County:	Pat Harney; Steve Dolezol
	Johnson County EMA:	David Wilson

## 1. Call to order; recognize alternates.

Harney called meeting to order. Iowa City City Administrator Tom Markus was recognized as an alternate for Policy Board member Mike Wright. Johnson County Sheriff Major Steve Dolezol was recognized as an alternate for Policy Board member Lonny Pulkrabek.

## 2. Action to approve minutes of the May 27, 2011, Policy Board Meeting.

Motion to approve minutes by Wilson; seconded by Lundell.

## 3. Comments from the public.

None.

## 4. Executive Director's report.

Albrecht stated a total of 6 candidates were interviewed for the Emergency Communications Coordinator position. He said of those six, three had dropped out of the running for consideration for the position. He further stated that the remaining three candidates were not being considered at this time. He added that Todd Evans, a Dispatcher I, has been appointed as the Interim ECC and is being considered as a full time replacement for the former Dispatch Supervisor.

Albrecht stated 12 people had been interviewed for Public Safety Dispatcher. He said of those 12, one had been offered a full-time position and two had been offered part-time positions. He said all offers had been accepted and the new employees would be starting the week of August 8<sup>th</sup>. Lundell asked if those positions were filled with local people. Albrecht stated yes. Harney stated he had heard that one of those interviewed for Public Safety Dispatcher had a warrant for his arrest. Albrecht stated that was a true statement. He says that information was discovered

during the background process and the candidate was ultimately arrested by Iowa City PD on the warrant. Albrecht said it was hoped this was just a mistake, however, the candidate has not contacted Albrecht since his court date, even though he was asked to. Wilson asked about the JECC employee that has been off on sick leave. Albrecht stated that she has not returned to work and he has not heard from that employee.

Albrecht said that last week he held a LEAD meeting and STAFF meeting. He said it was expressed that the dispatchers felt there was a disconnect between JECC dispatch staff and the users and JECC dispatch staff and management. The disconnect issue was discussed at the UAC meeting in July and it was suggested by Charles Green of U of I DPS that a committee of users and dispatchers be formed to handle minor issues between Dispatch and the users. Dolezal said he believed there was a bit of a disconnect between Dispatch and the users, but said there was no substance to the complaints. Bedford said the major complaint he has heard is that the users are rude on the radio. He stated if there were specific instances, they could be addressed, but so far dispatchers have only given broad complaints, nothing specific. Bedford said both users and dispatchers needed to be professional on the radio.

Albrecht said the JECC Policy and Procedure Manual was completed and was currently undergoing review by Management. He said it would also undergo review by the UAC.

Albrecht stated that he and Jeff Stone attended a Board of Supervisors meeting in June and the meeting went well. Harney added that the Board of Supervisors treated Albrecht and Stone terribly. He said the Board of Supervisors tried to bully both Albrecht and Stone. Harney said the major issue with the Board of Supervisors continues to be spending, which Harney said is unwarranted. Harney said the Board of Supervisors still was not willing to sign the Communications Services Agreement for Public Safety Users. Stone said he has spoken with the Johnson County Attorney since that meeting, trying to get the agreement signed. He said there has been no progress, but he is trying. Harney added, that is all we can do.

Lundell asked about the radio system and if there have been any issues. Albrecht said there have been a couple of coverage issues and RACOM is looking into those. He added West Branch Fire has complained about coverage. Albrecht stated that would most likely be a discussion item next month. Lundell asked about TAC-10. Albrecht stated that CAD 3.7 was launched in May and has had several updates. He said CAD 3.8 would most likely be released in September. Albrecht stated there are still minor issues with CAD, but for the most part it is working well. Wilson asked about the coverage issues in West Branch and Swisher. Albrecht stated the coverage issues were in the Fire Stations. Once the trucks left the station, coverage was respectable.

## **5. Action to approve Resolution 2011-12 approving a six month salary adjustment for the Executive Director.**

Harney said He and Lundell, Wilson and Stone met with Albrecht in June for his six month performance review, thus resulting in today's resolution. Stone stated he didn't believe Dolezal could vote for Pulkrabik because he was a member of the UAC. Dolezal stated he would abstain

from voting. A motion to approve resolution 2011-12 was made by Tom Markus, seconded by Dave Wilson. Motion passed 5-0.

**6. Action to approve Resolution 2011-13 regarding administration of health insurance and the establishment of an Employee Assistance Program for JECC employees.**

Harney read resolution 2011-13. Motion to approve was made by Salm, seconded by Markus. Motion was approved 5-0.

**7. Discussion of future JECOSA Policy Board meetings in particular, dates and times of those meetings.**

Albrecht stated there has been some discussion recently about cutting back on JECOSA Policy Board Meetings. He said the talk has centered around going to quarterly meetings with a meeting in March, June, September, November and December. Harney said he understood the reasoning behind going to quarterly meetings, however, asked what would occur if an important issue came to light either before or after one of the quarterly meetings. Albrecht said he could simply call an emergency meeting to deal with the issue. Salm said he would like to see the meetings held at 7 a.m. on the fourth Friday of the quarterly months which would be March, June, September, November and December. November would be needed for the first reading of the Fiscal Year budget with approval of that budget coming at the December meeting. Harney asked that the issue be put on the August agenda for further discussion and possible action.

**8. Other business.**

Wilson brought up the coverage issues with West Branch. Albrecht stated he planned to have that as an action item on the August agenda but that he would gladly discuss the issues. West Branch Fire has complained of radio coverage issues in the town as well as the Fire Hall. Albrecht stated he has been approached by the West Branch Fire Chief wanting a B-D-A (bi-directional amplified) installed in the West Branch Fire Hall. Albrecht stated he told the Chief he would bring it up at the August meeting with possible action at that time. Wilson said he believed it would make sense to pull the fire trucks onto the apron of the Fire Hall, which would give him radio coverage and also help vent diesel fumes from within the building. Stone said that the contract with Harris was for 95% radio coverage in Johnson County and West Branch is not in Johnson County. Albrecht said Swisher and West Branch have been the only two communities to complain about coverage. Lundell asked when the next meeting would be. Albrecht said it would be August 26th

**9. Consider a Motion to adjourn the meeting.**

A motion to adjourn the meeting was made by Lundell, seconded by Wilson. Motion passed 5-0.