

**Joint Emergency Communications Services Association Policy Board**  
**Friday, December 21, 2018**  
**Joint Emergency Communications Center**  
**4529 Melrose Avenue**  
**Iowa City, Iowa**

**DIRECTORS PRESENT:**

**Coralville: John Lundell**

**Iowa City: Susan Mims**

**Iowa City: Geoff Fruin**

**Johnson County: Lonny Pulkrabek**

**Johnson County: Janelle Rettig**

**Johnson County EMA: Dave Wilson**

**North Liberty: Chris Hoffman**

1. **Call to order; recognize alternates.** 0734. No alternates.
2. **Action to approve minutes of the November 16, 2018 Policy Board meeting.** Motion Pulkrabek. Second Fruin. All ayes except Rettig whom abstained due to not being present at the November 16, 2018 meeting. Motion carried.
3. **Comments from public.** None.
4. **Executive Director's Update.** Jones has been working on finishing up the budget and annual report for the public. The auditors were at the JECC on November 13, 2018. They have completed everything and will be at the January 25, 2019 meeting to present the audit. On November 20, 2018 Jones received FY20 Iowa system radio fee arrived later than normal so he did adjust the budget before publishing it, decreasing it by \$6,708. It was asked when the last time the auditor was bid out. The auditor is on year three, but it is not a contract. The letter of intent is sent every spring. On December 18, 2018 Jones received a call from state regarding the grant he spoke about last month. Johnson County has been approved to receive a consolette within the next couple of months for the ISICS radio. Jones has been working with a contractor regarding a solution for the roof that will be implemented in the spring and they'll look at the seal currently there. Jones will be presenting the FY20 budget at the January 22, 2019 at 0900 Board of Supervisor's meeting and on January 24, 2019 he will be presenting the annual report to the board.
5. **A public hearing to approve Resolution 2018-05, approving the operating budget for the Fiscal Year 2020.** The public hearing was opened by Chairperson Mims and there was no public in attendance or comment, so the public hearing was closed. Motion by Lundell, second by Hoffman to approve Resolution 2018-05. Rettig asked about the reserves. Jones went back to his budget presentation and explained the slides that discussed the cash reserves. This answered Rettig's question. Rettig stated that the county would prefer to not save up for large purchases as long as interest rates are favorable and instead utilize bonds. There is to be a discussion at a later time to determine what the reserve should be at. Rettig

stated that the county already holds the 25% reserve that JECC and EMA would need in the event of something happening. All ayes. Motion passed.

**6. Action to approve Resolution 2018-06, approving Annual Report and Annual Financial Statement for fiscal year 2018.** Motion by Rettig, second by Hoffman to approve Resolution 2018-06. Jones presented some highlights of the annual report and stated that there was a 4% increase in overall emergency and non-emergency phone calls throughout the fiscal year, a 5% increase in calls for service/dispatch activity, cellular 911 activity increased by 2%. Wireline calls increased by 6%, a 3% increase in VoIP calls, and a 3% in non-emergency call volume. Rettig stated that Jones should update the county population in the report because it had changed due to a recent census and asked for clarification regarding the call answer times. It was asked how many calls utilize the language line service and it would be a good idea to include those calls and what types of languages are being translated. Jones stated that the text to 911 service has not been utilized as much as originally expected and it has not been advertised that much yet. Mims called for a vote to approve Resolution 2018-06. All ayes. Motion passed.

**7. Discussion Item: Discussion of future JECSA capital projects that could be financed through bonding.** Jones spoke with Dane Aschenbrenner at Johnson County regarding potentially utilizing bonds for future projects. Aschenbrenner stated they preferred for bonds to be done over a number of years versus lumping all of the JECC projects together in one. Jones went over the project list and stated that he did know when the site UPS replacement would be needed or the cost. The county currently has \$3,000,000 anticipated for the JECC to utilize for the portable radio upgrade. The remaining net clocks for the tower sites must be replaced (\$148,000) by 12/2020, the primary and secondary sites had already been done because those needed to be completed by April of 2019. By FY23/24 the plan is to replace the mobile radios. Jones will try to get a lot of the radio system infrastructure items included into the next maintenance agreement, which would eliminate those items from the list. In FY24 the addition of two radio consoles for positions three and four would be budgeted for, which would align with the upgrade/replacement cycle of the current consoles. An optional project is to update the radio system infrastructure from Phase 1 to Phase 2. Jones is going to focus on upgrading the terminal/subscriber equipment to Phase 2 before the infrastructure. The Solon Tower is an optional project listed and Jones put together a cost comparison outlining the lease payments versus building a new tower. It was discussed to remove the tower from the capital project list. Jones stated that JECSA is getting a good deal in comparison to other counties and their tower agreements. Wilson stated that if the intent is to bond out for these projects, then money can't be set aside for them annually. Jones stated the only line item he is doing that for is core network infrastructure.

**8. Election of Chairperson and Vice-Chairperson.** Chairperson – Pulkrabek. Vice Chairperson – Lundell. Motion by Wilson, second by Fruin. All ayes. Motion passed.

**9. Other business.**

- a. Mims stated she needed to follow-up with Jeff (attorney) regarding an e-mail requesting more information for Dave Schwindt from the Arnold

Foundation Grant. Mims may come back to the board about a policy regarding releasing data.

**10. Consider a Motion to adjourn the meeting.** Motion by Wilson, second by Fruin. All ayes. Meeting adjourned at 0828.

**Next meeting will be held on January 25, 2019.**