

MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County Policy Board
Monday, November 16, 2012, at 7:00 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:	Janelle Rettig; Lonny Pulkrabek
	Johnson County EMA:	Dave Wilson; Don Saxton

1. Call to order; recognize alternates.

Lundell called the meeting to order. All members were present with the exception of Susan Mims, who did not have an alternate present. Guests were Chief Beard and the auditor from Anderson Larkin & Company, PC.

2. Action to approve the minutes of June 22, 2012 Policy Board meeting. These minutes were deferred from the September 25, 2012 meeting because of errors.

Motion was made by Rettig, seconded and the June 22, 2012 meeting minutes were approved by all ayes.

3. Comments from public.

No comments from the public.

4. Executive Director's Report/Update.

Jones updated the Board on the new office assistant position. Kathy Hoskins would start on November 19, 2012. Her position would be part time. Her hours would also be very flexible and dependant on the needs of the office during the week.

5. Discussion item: Anderson Larkin & Company, PC, to present financial audit from Fiscal Year 2011.

Mike Podliska the auditor from Anderson Larkin & Company, PC presented his findings for JECC's FY2011 audit. Podliska opened his presentation noting that any discrepancies, no matter how insignificant, would be communicated to the Policy Board. He said the main discrepancy he found was in the assets. Accounting reported \$12,000 in the building that he was not able to account for in invoices. Podliska was able to find \$13,000 of invoices for radios that accounting did not have in their records. He considered that a very small and appropriate adjustment. Podliska's main goal of the audit was to make sure that the numbers were a fair representation of what occurred.

Looking at the balance sheet, Podliska noted that the total assets of JECC were \$23,196,000 with a decrease in \$3.5 million from last year due mostly to depreciation. Total liabilities were recorded at \$3.1 million and at the end of June 2011, JECC's net worth or equity in business was \$20 million. During the whole year of 2011, expenditures were recorded at \$5.2 million with revenue of \$2.3 million. Since this is a government entity, Podliska was mostly concerned with providing a service to the public and breaking even.

Podliska made the following recommendations to the Policy Board based on the audit he performed. He was concerned that the Board members did not supervise and approve payroll and claims before bills are paid. He also noted that it might be wise for the Chair to review the financial statements for anything out of the ordinary.

A motion was made that an accrual list containing vendor information, the amount and the purpose of the event, along with payroll information, should be submitted electronically to the Chair or Vice Chair to review before being paid. That information would then be available to the Board at the next available meeting. The motion was amended to say that emergency situational expenses did not have to be approved by the Chair before being paid. The motion was seconded by Rettig and passed by all ayes.

A second motion was made by Rettig that all travel vouchers and reimbursements for the executive director must be approved by electronic communication with the Chair or Vice Chair. Motion was seconded and passed by all ayes.

Podliska also suggested Jones look into an employee dishonesty bond/or some type of insurance coverage to protect the JECC if an employee stole money from the organization. A motion was made and seconded to direct Jones to look into such insurance coverage. The motion passed with all ayes.

6. Discussion and update about the subcommittee meeting held on October 30th in regards to mobile data computer software and AVL software being added to the base package provided by JECISA and to include radio maintenance.

Jones presented the Board with the recommendations of the subcommittee meeting which consisted of Pulkrabek, Rettig, Wilson, Spenler, Hargadine and Jones. With regard to the radios, public safety entities would purchase their own radios and maintain them for the first three years. During year four, JECISA would assume the costs of radio maintenance. For the non-public safety entities, they could purchase whatever radio models they would like. With regard to the remaining pagers, Jones would issue the last 20-22 for entities and any other purchases would be at the agencies own expense and maintenance for three years. At the end of three years, JECISA would re-evaluate whether or not to continue to support pagers or use some other type of technology.

Jones said that JECC would pay for the CAD/AVL software maintenance only after three years for law enforcement only. Law Enforcement could purchase software at the contracted price and then the entity would maintain the service agreements for three years. With regard to "all others" or non law enforcement entities, they could purchase the software at the JECC

rate, however, JECC would not take over maintenance ever. Jones said that these changes would be incorporated into the public safety agreements currently in place and then presented to the Board later for approval.

Chief Beard was concerned that the pagers might not be supported in the future, since he finds they have been very useful. Rettig assured him that JECSA would re-evaluate pagers, and that if they were still the best option, JECSA would fully support them. Wilson mentioned that there were six mobiles that could be sold to purchase portables or issued out on a first come first served basis. Chief Beard was still concerned about the extra costs for all the other entities, and Rettig suggested that the Policy Board, going forward, needed to come up with an appropriate policy and stick with it.

Motion by Rettig for approval (with slight changes regarding the term of law enforcement) of the above mentioned changes to be incorporated into the agreement. Moved and seconded. Lundell asked what the process was for incorporating into the agreement. Jones said he would need to work with legal advisor Jeff Stone to assess the legal ramifications and how to best implement going forward. Motion was passed with all ayes.

7. Other business.

Jones advised that the next meeting would be Monday, December 17, 2012 at 5:30 pm, and it would be a public hearing to review and approve the FY2014 budget. Jones would also send out the 2013 meeting schedule to the Board.

8. Consider a motion to adjourn the meeting.

Motion to adjourn , seconded by Rettig. Meeting is adjourned.