



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
February 21, 2019 at 3:30 p.m.

MEETING AGENDA

1. Roll Call: Frieden, Gallagher, Klipsch, Knobbe, and O'Boyle
Ex-Officio Members: Frederiksen, Ploehn, Sharma, and Spiegel
2. Pledge of Allegiance
3. Approval of Minutes
4. Interim Director's Report
5. Project Updates
 - A. Radio System – Contract Negotiations
 - B. Computer Aided Dispatch
 - C. 911 System Upgrade
6. Approval of Radio Project Intent to Issue Bonds and Reimburse
7. Approval of Additional Services for Elert & Associates aka True North Consulting
8. Approval of UPS Maintenance Proposal
9. Next meeting date – March 21, 2019 at 3:30 p.m.
10. Adjourn



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, JANUARY 17, 2019, 3:30 P.M.

Board Members present: Rob Frieden, Bob Gallagher Jr., Frank Klipsch, and Marty O'Boyle.

Ex Officio members present: Linda Frederiksen, Decker Ploehn, Mahesh Sharma, and Corri Spiegel.

Staff present: Stacey Bollinger, Michelle Conklin, Dave Donovan, Annie Nugent, Courtney Pershall, and Tracey Sanders.

Moved by Klipsch, seconded by O'Boyle approval of the Minutes of the December 20, 2018 SECC meeting. All ayes.

Vice Chair Gallagher called for an election of officers. Klipsch nominated Knobbe to serve as the Chair, seconded by O'Boyle. All ayes. Klipsch nominated Gallagher to serve as the Vice Chair, seconded by O'Boyle. All ayes. Klipsch nominated Frieden to serve as the Secretary/Treasurer, seconded by O'Boyle. All ayes. Nominations were closed.

The next meeting is scheduled for Thursday, February 21, 2019, at 3:30 p.m.

Moved by Klipsch, seconded by Frieden adjournment of the meeting at 4:14 p.m. All ayes.

These minutes are subject to approval at the next regularly scheduled meeting.

Respectfully submitted by,

Annie Nugent
Administrative Assistant

Attested by,

A handwritten signature in black ink, appearing to read "Rob Frieden".

Rob Frieden
Secretary/Treasurer

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

February 21, 2019

Resolution relating to the issuance of bonds for the purpose of financing projects described on Exhibit A to be undertaken by Scott Emergency Communications Center (the "SECC"); establishing compliance with reimbursement bond regulations under the Internal Revenue Code

BE IT RESOLVED BY the Scott Emergency Communication Center Board as follows:

Section 1. Recitals

The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the "Regulations") dealing with the issuance of bonds, all or a portion of the proceeds of which are to be used to reimburse SECC for project expenditures made by SECC prior to the date of issuance.

The Regulations generally require that SECC and Scott County, as issuer of the bonds, make a prior declaration of its official intent to issue the bonds for the projects in order for SECC to be able to reimburse itself for such prior expenditures out of the proceeds of the subsequently issued bonds and that the bonds be issued and the reimbursement allocation be made from the proceeds of such bonds within a certain period after the payment of the expenditure or the date the project is placed in service; and

SECC desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified to be financed for SECC.

Section 2. Official Intent Declaration.

SECC proposes to undertake the projects listed on Exhibit A hereto and to make original expenditures with respect thereto prior to the issuance of bonds, notes or other obligations (the "Bonds") and SECC reasonably expects Scott County to issue the Bonds for such projects in the maximum principal amounts shown on Exhibit A.

Other than (i) expenditures to be paid or reimbursed from sources other than the Bonds or (ii) expenditures made not earlier than sixty days prior to the date of this Resolution or (iii) expenditures amounting to the lesser

of \$100,000 or 5% of the proceeds of the Bonds or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the projects have heretofore been made by SECC for which SECC will seek reimbursement from proceeds of the Bonds.

This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 3. Budgetary Matters

As of the date hereof, there are no County funds reserved, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, allocated on a long term basis or otherwise set aside) to provide permanent financing for the expenditures related to the projects, other than pursuant to the issuance of the Bonds. This resolution, therefore, is determined to be consistent with SECC's budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof, all within the meaning and content of the Regulations.

Section 4. Reimbursement Allocations

The Director of Budget and Administrative Services shall be responsible for making the "reimbursement allocations" described in the Regulations (by directing the Treasurer of Scott County), being generally the transfer of the appropriate amount of proceeds of the Bonds to reimburse the source of temporary financing used by SECC to make payment of the prior costs of the projects. Each allocation shall be evidenced by an entry on the official books and records of SECC maintained for the Bonds proceeds, shall specifically identify the actual prior expenditure being reimbursed or, in the case of reimbursement of a fund or account, the fund or account from which the expenditure was paid, and shall be effective to relieve the proceeds of the Bonds from any restriction under the bond resolution or other relevant legal documents for the Bonds, and under any applicable state statute, which would apply to the unspent proceeds of the Bonds.

Section 5. Repealer.

All resolutions, parts of resolutions, or actions of the Board in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved on the 21st day of February, 2019.

Tony Knobbe, SECC Board Chair

EXHIBIT A

<u>Description of Projects</u>	<u>Maximum Amount of Bonds Expected to Be Issued for Projects</u>
Acquiring, constructing, improving and equipping a global radio system for multiple jurisdictions, including without limitation radio equipment, towers, antennas, transmission lines, DC power plant, alarm systems and other equipment and infrastructure necessary for the system	\$10,000,000



To: Tony Knobbe SECC Board Chairman and SECC Board Members
From: Dave Donovan, Interim Director
Date: February 13, 2019
Subject: Bond proceeds resolution

Working with David Farmer, Scott County Budget and Administrative Services Director, and Scott County's bond counsel, we have determined the need to pass a resolution by the SECC Board indicating our intent to use bond proceeds, issued by Scott County to reimburse for and fund expenses related to the Radio Project. Bond counsel for Scott County has provided the necessary resolution language to meet the requirement of the law.

While it may seem clear that we intend to use the proceeds of those bonds to fund the stated project, IRS regulations require us to clearly and formally state this intent and also to articulate that we intend to reimburse our fund for expenses incurred prior to the issuance of said bonds, which will be the case for this project.

Scott County will pass a similar resolution as the actual issuer of the bonds. In our role, we will use the proceeds to fund the project. We will work with Farmer and his office to establish the necessary project accounting codes to be able to clearly track and report on finances for the project. See the included resolution.

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

February 21, 2019

APPROVING ADDITIONAL SERVICES FOR THE CONTRACT WITH ELERT AND
ASSOCIATES FOR THE RADIO PROJECT

BE IT RESOLVED BY the Scott Emergency Communication Center Board as follows:

- Section 1. That the proposal from Elert and Associates for additional services related to Phase 2 (RFP and Contract Negotiations) of the Radio Project in the amount not to exceed \$50,000 with offsetting revenues from Rock Island County Emergency Telephone Service Board of \$25,000 is hereby approved.
- Section 2. This resolution shall take effect immediately.



To: Tony Knobbe SECC Board Chairman and SECC Board Members
From: Dave Donovan, Interim Director
Date: February 14, 2019
Subject: Additional Professional Services

As we have discussed, Phase 2 of the Radio Replacement Project includes providing professional consulting from Elert and Associates (now part of True North Consulting) related to our Request for Proposals, assisting with the evaluation of resulting proposals and assisting us in negotiating a contract with the recommended radio system vendor. That proposal and agreement with Elert for those services was for \$31,750.00. That amount has been expensed for work that occurred last year (summer and early fall). Rock Island County ETSB has reimbursed SECC for 50% of that amount.

Elert and Associates has submitted a request for additional services for work that falls outside the scope of their original proposal. The additional work is for hours spend by Elert and Associates with the Radio Negotiating Committee including:

1. Cost allocation models by jurisdiction for numerous line item costs in the RFP;
2. Extensive subscriber radio count adjustments by County and agency updating the RFP;
3. Work with vendor to obtain knowledge of previously installed upgrades;
4. Contract development processes support for multiple document needs;
5. Detailing of cost breakdown model of the technical design;
6. Reviewing detail related to the inclusion of an additional Rock Island County agency into the project;
7. Development of detailed evaluation spreadsheets showing cost breakdowns;
8. Additional meetings and conference calls to support scope changes;
9. Discussions related to tower site selection which would normally occur in the next phase;

The project management team (Tracey Sanders, Steve Siever (RICO ETSB), Darren Hart (RICO Sheriff's Office) and myself) have spent time reviewing this request at length with Elert and Associates. We all acknowledge that the amount of time necessary for this phase of the project was under estimated to a great extent. That is largely due to the complexity of a multi-agency, multi-county, multi-state project with a unique set of challenges that were not fully anticipated nor understood.

Late last summer Elert and Associates notified the previous Director that they were in danger of exceeding their scope and over-expending their contract amount. They were instructed to continue moving the project forward with the intent that the issue would be brought to the SECC Board for discussion and modification of the agreement. The eventual departure of the previous Director distracted from that and the issue was not addressed until now. I became aware of the issue around the first of the

year, but did not bring it forward until I fully understood all the issues, had the ability to discuss with our Illinois partners and to work and negotiate the terms of a contract modification with Elert and Associates.

Elert proposes a modification to their existing agreement of \$26,360 for work completed in 2018 and \$18,640 for work through April 2019. Should we need to go beyond April, we will address those additional services at that time.

The proposal from Elert already includes our effort at negotiating for the costs of that additional work and our efforts at reducing cost going forward. The amounts enumerated above include considerable reductions from initial amounts that we discussed and Elert had documented. Of course, of the above amounts, Rock Island County ETSB would reimburse SECC for 50%.

The project team agrees with this modification and recommends approval. The Rock Island County ETSB has already approved this modification at their February meeting. I recommend that the SECC Board also approve the modification of the Elert proposal and additional expenditures in an amount not to exceed \$50,000. Again, \$25,000 of that amount to be reimbursed by Rock Island County ETSB.

Cc: Tracey Sanders, Deputy Director
Steve Siever, RICO ETSB
Darren Hart, RICO Sheriff's Office