



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
JUNE 20, 2019 at 3:30 p.m.

MEETING AGENDA

1. Roll Call:
2. Pledge of Allegiance
3. Approval of Minutes
4. Approval of Policies
5. Approval of a Three (3) Year Service Contract for UPS to VERTIV Inc
6. Approval of Insurance Renewals
7. Leadership Graduation
8. Intergovernmental Advisory Group Appointments
9. Radio Project
10. Administrative Team Report
11. Next Meeting Date – July 18, 2019
12. Adjourn

For previous meeting minutes, please visit our website at www.secc911.com



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, MAY 16, 2019, 3:30 P.M.

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

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

Staff present: Mike Becker, Michelle Conklin, Dave Donovan, Annie Nugent, Tracey Sanders, and Kathy Schwarz.

Moved by Klipsch, seconded by Frieden approval of the Minutes of the April 18, 2019 SECC meeting. All ayes.

Moved by Klipsch, seconded by O'Boyle approval of Racom system purchase contract in the amount of \$8,553,962.45. All ayes.

Moved by O'Boyle, seconded by Klipsch approval of the Intergovernmental Agreement with Rock Island County. All ayes.

Moved by Klipsch, seconded by Frieden approval of the Phase III Contract with True North Consulting f/k/a Elert in the amount of \$344,166.67. All ayes.

The next meeting is scheduled for Thursday, June 20, 2019, at 3:30 p.m.

Moved by Klipsch, seconded by Gallagher adjournment of the meeting at 4:30 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 COMMUNICATIONS CENTER BOARD

JUNE 20, 2019

A RESOLUTION APPROVING HUMAN RESOURCE POLICY A - COMPENSATION

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

- Section 1. That Human Resource Policy A – Compensation from the SECC Administrative Policy Manual is hereby approved.
- Section 2. This resolution shall take effect immediately.



To: Tony Knobbe SECC Board Chairman and SECC Board Members
From: Dave Donovan, SECC/EMA Director
Date: June 12, 2019
Subject: Proposed Administrative Policy Manual and HR Policy A - Compensation

As I have mentioned previously, some provisions of our previous collective bargaining agreement are now prohibited or restricted under Iowa law. As a result, we need to adopt policies to address those provisions. As I began that process, I noticed that many of the SECC policies are in need of review. Additionally, I discovered that policies and procedures are all contained in one document that really is more of an employee handbook. While the idea of a handbook for employees is very useful, having one document address all issues seems problematic to me.

I am proposing that we rewrite Center policies into individual policy documents, creating a policy manual with individual stand-alone policies. This format will allow for easier revisions, additions or deletions of individual provisions or policies. I further propose segregating policies dealing with human resource issues into a separate HR section of the manual. While this process will likely take many months to accomplish, it is very necessary for the operation of the Center.

Attached is the first proposed policy for the HR Section of the SECC Administrative Policy Manual, HR Policy A – Compensation. This policy defines additional compensation paid to employees that perform the functions of Certified Training Officers (CTO) and compensation paid for shift differential.

I recommend approval of the new Administrative Policy Manual format along with HR Policy A – Compensation.

Cc: Tracey Sanders, Deputy Director

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

June 20, 2019

A REOLUTION APPROVING A THREE YEAR SERVICE CONTRACT FOR UPS MAINTENANCE AND INSPECTIONS AND AWARDED IT TO VERITIV, INC. IN THE AMOUNT OF \$49,929.00

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

Section 1. That the proposal from Vertiv, Inc. for UPS maintenance and inspections at the SECC in the amount of \$32,691.00 is hereby approved.

Section 2. That the proposal from Vertiv, Inc. for UPS maintenance and Inspections at the SECC backup center in the amount of \$17,238.00 is hereby approved.

Section 3. This resolution shall take effect immediately.

Facility & Support Services
600 West Fourth Street
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May 29, 2019

TO: Dave Donovan
SECC and EMA Director

FROM: Tammy Speidel, FMP
Director, Facility & Support Services

RE: Maintenance Contract Renewals

Dave

As you know FSS solicits several maintenance contract renewal quotes on behalf of SECC. This year there are several contracts that expire on 06/30/2019.

We worked with Scott County Purchasing and all requests were sent out via www.pubicpurchase.com, the online vendor service platform that Scott County uses to obtain quotes.

The following contracts require the SECC Board approval due to the total cost of the three year contract.

CONTRACT	VENDOR	TOTAL COST
Leibert UPS & Battery Inspection 2 times per year (SECC location)	Vertiv	\$32,691.00
Leibert UPS & Battery Inspection 2 times per year (Backup location)	Vertiv	\$17,238.00

We have worked with both vendors for several years and have had no issues with their level of technical service, customer service, or billing process.

I recommend that the SECC board approve the three year contract with Veritv for both locations in the total amount of \$49,929.00.

I will plan on attending the SECC board meeting to answer any questions the Board may have.

CC: Chris Still

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

JUNE 20, 2019

A RESOLUTION APPROVING THE POLICY RENEWAL WITH IOWA
MUNICIPALITIES WORKERS COMPENSATION ASSOCIATION

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

- Section 1. That the renewal of the Worker's Compensation Policy is hereby approved with Iowa Municipalities Workers' Compensation Association.
- Section 2. That SECC will pay the annual premium of \$10,497.00 in the full amount of the invoice.
- Section 3. This resolution shall take effect immediately.

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

JUNE 20, 2019

A RESOLUTION APPROVING THE POLICY RENEWAL WITH VFIS

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

- Section 1. That the renewal of the Property and Casualty policies is hereby approved with VFIS.
- Section 2. That SECC will pay the annual premium of \$52,189.00 in the full amount of the invoice.
- Section 3. This resolution shall take effect immediately.



To: Tony Knobbe SECC Board Chairman and SECC Board Members
From: Dave Donovan, SECC/EMA Director
Date: June 17, 2019
Subject: **UPDATED MEMO** Insurance Renewals

Our insurance broker, Arthur J. Gallagher, have helped guide us through the annual renewal for our Property and Casualty Insurance policy and our Workers Compensation policy. There are no proposed changes in coverages for this renewal.

The current proposal for Property and Casualty (liability) policy with VFIS provides coverages for property losses, and auto, general, management and excess liability losses. In the current fiscal year our annual premium was \$51,586.00. **The quote for fiscal year 2019-20 has been received and is in the annual amount of \$52,189.00.**

Our current Workers Compensation carrier is the Iowa Municipal Workers Compensation Association (IMWCA), which is risk pool insurance organization of public employers in the state. Our annual premium for the current fiscal year is \$11,497.00. The estimated premium for fiscal year 2019-20 is \$10,497.00. This premium is estimated as the actual final premium is adjusted on a formula based on our actual payroll at the conclusion of the fiscal year.

I will recommend approval of the quotes for Property and Casualty from VFIS and for Workers Compensation from IMWCA in the annual amount of \$10,497.00

Cc: Tracey Sanders, Deputy Director

HUMAN RESOURCES DEPARTMENT
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Date: June 20, 2019

To: SECC Board of Directors

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Leadership Summit Graduates

In 2008, the County initiated a Leadership Summit to address long term succession planning and leadership development. Fourteen SECC employees have attended and graduated from the County's Leadership Summit. On June 20th you will have the opportunity to recognize an additional individual who has qualified to graduate:

Stacey Bollinger

In order to qualify for the graduation, attendees needed to participate in all 3 sessions plus attend 6 hours of leadership training. Prior to their trainings they participated in a 360° Evaluation where 10 of their co-workers/ subordinates/ customers/supervisors anonymously evaluated them. They then went through a 2 day training where their knowledge was challenged with their performance. The group then attended a day long workshop on Communication and Coaching. Additionally they were required to complete 6 hours of County sponsored leadership training.

The completion of the Leadership Summit really only begins their leadership journey. They are invited to attend County leadership training sessions for supervisors which are designed to address issues identified in previous "Knowledge for Leaders" testing process.

Cc: Dave Donovan, SECC Director