

**SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD**

Board Room, 1<sup>st</sup> Floor, Scott County Administrative Center,  
600 West Fourth Street, Davenport, Iowa

**OCTOBER 17, 2013 at 3:30 p.m.**

**MEETING AGENDA**

1. Roll Call: Frieden, Gallagher, Gluba, Minard, and O'Boyle.  
Ex officio members: Bruemmer, Frederiksen, Malin, and Ploehn
2. Pledge of Allegiance
3. Approval of Minutes
4. Discussion of SECC Director Recruitment
5. Approval of New World Systems Final Payment and Settlement Issues.
6. Approval of Service Contract for Back-Up Generators
7. Approval of a Grant Contract with the Iowa Governor's Traffic Safety Bureau
8. Approval of Organizational Change Request
9. Interim Director's Report
10. Next meeting date – November 21, 2013 at 3:30 p.m.
11. Adjourn

MINUTES  
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD  
WEDNESDAY, JULY 18, 2013, 4:30 P.M.

Board Members present: Rob Frieden, Bill Gluba, Larry Minard, and Marty O'Boyle.

Ex Officio members present: Dee Bruemmer, Linda Frederiksen, and Decker Ploehn.

Staff present: Dave Donovan, Brian Hitchcock, Annie Nugent, and Mary Thee.

Moved by O'Boyle, seconded by Frieden approval of the Minutes of the June 27, 2013 SECC meeting. All ayes.

Moved by O'Boyle, seconded by Gluba approval of the recruitment team to select a new director consisting of: SECC Chair; Larry Minard, SECC Vice Chair; Bob Gallagher Jr., Administrator Decker Ploehn, Metropolitan Police; Chief Phil Redington, Scott County Sheriff; Dennis Conard, Small Community Police; Chief Dave Kopatich, Metropolitan Fire; Chief Lynn Washburn, Ambulance; Executive Director Linda Frederiksen, and Information Technology; Rob Henry. All ayes.

The next meeting is tentatively scheduled for Thursday, August 15, 2013, at 3:30 p.m.

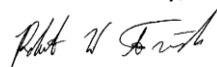
Moved by Gluba seconded by Frieden adjournment of the meeting at 4:00 p.m. All ayes.

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

Respectfully submitted by,

Annie Nugent  
Administrative Assistant

Attested by,



Rob Frieden  
Secretary/Treasurer

## RESOLUTION

### SCOTT EMERGENCY COMMUNICATION CENTER

October 17, 2013

Resolution approving the Letter of Understanding regarding the extension of existing standard software maintenance agreement for Aegis Licensed Software and authorizing the final payment of \$207,620 to New World Systems.

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

- Section 1. That the maintenance agreement for Aegis Licensed software be extended from April 1, 2016 to December 31, 2016 for the amount of \$251,268 and from January 1, 2017 until December 31, 2017 which results in a zero increase of costs over the last year of the previous contract.
- Section 2. That two additional annual maintenance periods be added. The contract for January 1, 2018 until December 31, 2018 will be \$345,076 and from January 1, 2019 until December 31, 2019 will be \$355,428.
- Section 3. That the Board Approves the final payment of Aegis of \$207,620 to final out the original contract for services.
- Section 4. This resolution shall take effect immediately.

**OFFICE OF THE COUNTY ADMINISTRATOR**

600 West Fourth Street  
Davenport, Iowa 52801-1003

Office: (563) 326-8702  
Email: Dee.Bruemmer@scottcountyia.com  
www.scottcountyia.com



October 8, 2013

TO: SECC Board

FROM: Dee F. Bruemmer, County Administrator

RE: Settlement with New World Systems

On behalf of the ex-officio board members, I took the lead to find a settlement for the New World contract. We have been holding a final payment of \$207,620 for over a year to make sure that we have received all of the items listed in the contract and the RFP for services. The ex officio board members met with Jon Easterbrook of New World in late May to determine a fair settlement for items not delivered and time lost in implementation. New World suggested free training in the future which was not acceptable to us.

Over the summer I discussed other methods of payment that would be adequate compensation for us and would work for New World Systems. When those terms were finalized in September, I sent a memo which is attached to the other ex officio members. That memo outlines the savings in more detail. They have all responded that the extension of our maintenance contract for 21 months at no additional cost and the additional of two years at 3% was a reasonable settlement.

Therefore we recommend that you approve the letter of understanding with New World Systems and authorize the release of the final payment for services.

I will be available at the Board meeting for questions.

**OFFICE OF THE COUNTY ADMINISTRATOR**

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Date: September 13, 2013

TO: SECC EX-Officio Members

FROM: Dee F. Bruemmer, County Administrator

RE: Settlement of the NWS contract

In our May 21, 2013 meeting with Jon Easterbrook from NWS, I agreed to take on the issue of finding a settlement to the outstanding contract with NWS. SECC has been holding final payment of \$207,620 from the original contract services agreement for over a year to assure that all of the outstanding issues with the contract were addressed. We discussed the outstanding issues and attempted at that meeting to place a dollar value on what we declared as incomplete services as outlined in the RFP response and the contract with New World Systems. We could not agree on a cash payment with NWS. NWS would only offer the value of future training as a remedy.

I suggested at that meeting we could look at other options to obtain compensation and offered to take the lead on the negotiations. It has been a long summer, but I believe that I can recommend a profitable settlement for SECC and therefore all the taxpayers of Scott County. Included is a letter of understanding that would serve as the vehicle to obtain compensation that the SECC Board could consider and approve.

The proposal consists of extending the maintenance agreement on all of the currently used software for twenty-one months without an increase. The following two years of maintenance would increase by 3% instead of the 7.2% to 7.4% increases in the current contract. The savings in the first 21 months is equal to \$69,831. The reduced percentage for the next two years adds an additional savings of \$158,505 to total \$228,336.

This agreement stabilizes our operational cost for FY16 and FY17 and lowers the cost for the following two years. The lower percentage increase also will allow SECC to negotiate future maintenance increases on a lower percentage base. The change in term dates will allow the County to leverage its NWS financial maintenance agreements at the same time and therefore afford both jurisdictions a better position in future negotiations. If you agree with my recommendation, I suggest we place the letter of understanding on the next SECC agenda along with the release of payment.

CC: Dave Donovan

September 11, 2013

Attention: Ms. Dee Bruemmer  
Scott County  
600 West Fourth Street  
Davenport, IA 52801-1187

Subject: Letter of Understanding (LOU) Regarding Extension of Existing Standard Software Maintenance Agreement (SSMA) for Aegis Licensed Software

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Whereas, New World Systems (“New World”) and Scott County Communications Center, IA (“SECC”), collectively the “Parties”, are engaged in a project under the Standard Software License and Services Agreement dated 11/16/09 (the “Agreement”), and in mutual consideration for agreed upon changes to the Project, the Parties hereby agree as follows:

1. New World agrees to extend the original Aegis Standard Software Maintenance Agreement (“SSMA”) term and amounts from the 5/21/09 Agreement (currently expiring on 3/31/16) as follows:
  - a) Add \$251,268 for the period of 4/1/16 – 12/31/16
  - b) Add \$335,025 for the period of 1/1/17 – 12/31/17
2. New World Agrees to the following annual SSMA amounts for two additional annual maintenance periods of 1/1/18 – 12/31/18 and 1/1/19 – 12/31/19 for the Aegis renewal:
  - a) Aegis 1/1/18 – 12/31/18 = \$345,076
  - b) Aegis 1/1/19 – 12/31/19 = \$355,428
3. Customer shall pay all outstanding Accounts Receivable amounts due New World upon execution of this LOU.

The Parties hereby confirm their acceptance of this LOU by their respective signatures below. Unless otherwise modified by this LOU, the Terms and Conditions of the November 16, 2009 Agreement shall continue to apply and govern the interpretation of this Letter of Understanding, including any terms contained herein. Such Terms and Conditions shall also govern any dispute that may result from this Letter of Understanding.

**NEW WORLD SYSTEMS<sup>®</sup> CORPORATION**  
(New World)

**SECC, IA**  
(Customer)

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Larry Leinweber

Name: Larry Minard

Title: President

Title: Chair, SECC

Date: \_\_\_\_\_

Date: \_\_\_\_\_

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

October 17, 2013

APPROVAL OF A THREE YEAR CONTRACT FOR EMERGENCY BACK-UP  
GENERATOR MAINTENANCE AND SERVICE AT THE SCOTT EMERGENCY  
COMMUNICATION CENTER.

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

Section 1. That the proposals for generator maintenance and service at the SECC facility are hereby approved and awarded to 3E for a three year contract in the total amount of \$13,590.00.

Section 2. This resolution shall take effect immediately.



October 3, 2013

To: Scott Emergency Communications Center Board  
From: Dave Donovan, Interim Director  
Subj: Approval of contract for generator maintenance

We have received proposals to provide contracted preventive maintenance services for the emergency back-up generators at the Scott Emergency Communications Center facility on East 46<sup>th</sup> Street. As you may remember, these two large diesel generators are an integral part of our back-up power plan for that facility and ensure that we can continue to deliver 911 and dispatch services in the event of a power outage in the area. These units require regular attention to ensure that they are maintained in a high state of readiness.

We solicited 3 year proposals for this service to maximize savings and to minimize administrative cost. The proposals we received are as follows:

<u>Vendor Name</u>	<u>Annual Amount</u>	<u>Total Contract</u>
Cummins Central Power	10,191.12	\$30,573.36
Electrical Engineering and Equipment (3E)	4,530.00	\$13,590.00

I recommend the award of this proposal to 3E in the above amount for a three year contract and that the Board authorize me to execute and sign the contract documents. This purchase is budgeted in the operating budget for the current and future fiscal years.

CC: SECC Management Team  
Scott County FSS and Purchasing



Dave Donovan  
1100 E. 46<sup>th</sup> St  
Davenport, IA 52807

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WEB SITE <http://www.secc911.org>



R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

October 17, 2013

APPROVAL OF A GRANT WITH THE IOWA DEPARTMENT OF PUBLIC SAFETY FOR  
THE GOVERNOR'S TRANSPORTATION SAFETY BOARD PROGRAM.

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

- Section 1. That the grant agreement with the Iowa Department of Public Safety for the Governor's Transportation Safety Board program is hereby approved in the amount of \$2920.00 for overtime to support GTSB operations for local law enforcement agencies.
- Section 2. That the Interim Director is authorized to sign the agreement and the Deputy Director is appointed as the point of contact and manager for the grant.
- Section 3. This resolution shall take effect immediately.



October 3, 2013

To: Scott Emergency Communications Center Board  
From: Dave Donovan, Interim Director  
Subj: Approval of contract for Governor's Traffic Safety Bureau grant

We have received a grant from the Iowa Governor's Traffic Safety Bureau (GTSB) to fund overtime for dispatch operations supporting special traffic safety operations (also funded by GTSB) by local law enforcement agencies. This grant will allow us to fund additional staff during traffic operations, especially those that may occur during peak operating periods, thus minimizing the impact of those enforcement efforts on normal center operations. GTSB is part of the Iowa Department of Public Safety.

The GTSB has agreed to provide SECC up to \$2920.00 over the next 12 months for this grant. SECC will track dispatcher overtime utilized for GTSB operations in Scott County, provide documentation and GTSB will reimburse us for said overtime up to the grant maximum.

I recommend that the SECC Board approve the grant contract with the GTSB and designate Pam Paulsen as the official point of contact for the grant contract. I will be available at the next SECC Board meeting to discuss this recommendation and to answer any questions you may have.

CC: SECC Management Team



Dave Donovan  
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R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

October 17, 2013

APPROVAL OF AN ORGANIZATIONAL CHANGE DECREASING HOURS FOR PART-TIME DISPATCHER POSITIONS AND INCREASING HOURS FOR PART TIME WARRANTS CLERK POSITION

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

- Section 1. That a change to the table of organization to reflect a reduction of hours of authorized part-time Public Safety Dispatcher positions (2.4 FTE)
- Section 2. That a change to the table of organization to be increased by 0.1 FTE to allow for a part-time Warrant Clerk position (2.1 FTE).
- Section 3. This resolution shall take effect immediately.



October 9, 2013

To: Scott Emergency Communications Center Board

From: Dave Donovan, Interim Director

Subj: Approval of organization change request

At the Scott Emergency Communications Center, there is an organizational issue that has existed for some time that I am recommending an organizational change to resolve. When the various dispatch and warrant staff moved to Scott Emergency Communications Center, we tasked one part time dispatcher with assisting the warrants operation until the new operation was fully in place and operational. That need for assistance, while fairly small, has persisted and that part time dispatcher continues to assist in warrants. Over the past year, we have used about 150 hours assisting warrants clerks with backlogs, covering absences, etc. That number of hours equates to less than 0.1 FTE.

I am recommending that we reclassify 0.1 FTE from one of our current part-time dispatcher positions (hay point of 252) to create a new 0.1 part-time warrants clerk (hay point 162). This change results in a lower hourly rate for the position (\$15.22 versus \$18.73 at entry and \$20.59 versus \$25.34 at the top of the range. Although the savings is minimal the work performed will more accurately reflect the position in the organizational structure. It does not adversely affect dispatch operations as our part-time dispatch positions have never been completely filled.

To effect this change, I am preparing a resolution for your consideration, modifying our table of organization by reducing the total number of part-time dispatch positions from 2.5 to 2.4 FTE and adding an additional 0.1 FTE to the warrant clerk position. I will be available at the next SECC Board meeting to discuss this recommendation and to answer any questions.

CC: SECC Management Team  
Scott County Admin/HR



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