

SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD

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

NOVEMBER 21, 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. Approval of Contract for Director Search
5. Approval of the Amended Hours and Compensation of David Donovan as Acting Director for the Scott Emergency Communications Center
6. Review of FY2014-2015 Budget
7. Interim Director's Report
8. Next meeting date – December 19, 2013 at 3:30 p.m.
9. Adjourn

MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, OCTOBER 17, 2013, 3:30 P.M.

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

Ex Officio members present: Dee Bruemmer and Decker Ploehn.

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

Moved by O'Boyle, seconded by Frieden approval of the Minutes of the September 19, 2013 SECC meeting. All ayes.

A motion was made by Gluba giving directions in authorizing the solicitation for an executive professional search for the director position up to \$40,000.00. The motion was seconded by O'Boyle. All ayes.

Moved by Frieden, seconded by Gluba the approval of New World Systems and final payment of \$207,620.00 to complete the original contract for services and authorizing software maintenance contract extensions through the end of 2019. All ayes.

Moved by Gluba seconded by O'Boyle approval of the emergency back-up generator service contract to Electrical Engineering and Equipment (3E) in the amount of \$13,590.00. All ayes.

Moved by Gluba seconded by Frieden approval of a grant contract with the Iowa Governor's Traffic Safety Bureau in the amount of \$2920.00. All ayes.

Moved by O'Boyle seconded by Gluba approval of an organizational change request. All ayes.

The next meeting is tentatively scheduled for Thursday, November 21, 2013, at 3:30 p.m.


Moved by O'Boyle seconded by Gluba adjournment of the meeting at 4:27 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

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

November 21, 2013

APPROVAL OF AGREEMENT WITH BOB MURRAY AND ASSOCIATES FOR
EXECUTIVE SEARCH SERVICES

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

Section 1. That the SECC engages the professional services of Bob Murray and Associates to assist in the search of a Director for SECC.

Section 2. That the County Human Resources Director is hereby authorized to sign the service agreement on behalf of the Board.

Section 3. This resolution shall take effect immediately.

PROFESSIONAL SERVICES AGREEMENT

This agreement is made by and between the Scott Emergency Communications Center, Iowa (the Agency), and Bob Murray & Associates (the Consultant).

- A. Engagement: The Agency agrees to engage the Consultant to perform the services described below, the project described as an executive recruitment for Director of SECC (the Search).
- B. Services: The Consultant agrees to perform certain services necessary for the completion of the search, these services shall include the following:
 - a. Develop the Candidate Profile
 - b. Develop Advertising Campaign and Recruitment Brochure
 - c. Recruit Candidates
 - d. Screen Candidates
 - e. Conduct Personal Interviews
 - f. Conduct Public Record Search
 - g. Provide Recommendations
 - h. Assist with Final Interviews
 - i. Conduct Detailed Reference and Background Checks
 - j. Assist with Negotiations
 - k. Provide Complete Administrative Assistance

As described in the proposal dated October 16, 2013 attached hereto and incorporated herein by reference.

- C. Relationship: The Consultant is an independent contractor and is not to be considered an agent or employee of the Agency.
- D. Compensation: As full compensation for the Consultant's professional services performed hereunder, the Agency shall pay the Consultant the fixed amount of \$17,500 (Seventeen Thousand Five Hundred Dollars).
- E. Expense Reimbursement: The Consultant shall be entitled to reimbursement for expenses from the County for consultant travel, advertising, printing and binding, clerical, long distance charges, postage and delivery, civil, criminal and newspaper checks, and credit checks. Postage, photocopying, and telephone charges are allocated costs. Expenses to be reimbursed shall not exceed \$7,500 (Seven Thousand Five Hundred Dollars) without prior approval of the Agency. Copies of receipts will be provided. Expenses related to the use of audio/video conferencing equipment for interviews and for candidates' travel for interviews are the responsibility of the Agency.

- F. Compensation for Additional Services: In the event the Agency elects to require additional services of the Consultant in addition to those described in paragraph B the Consultant shall be compensated at an agreed upon rate.
- G. Method of Payment: The Agency shall be billed monthly by the Consultant for the work completed as of that date. Expenses shall be billed and due at the same time.
- H. Term: The term of this agreement shall commence on _____, at which time Consultant shall begin work on the Search and shall continue until the search is completed.
- I. Termination: This agreement may be terminated; (a) by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; (b) by either party upon 10 days prior written notice to the other party; or (c) upon mutual written agreement of both parties. In the event of termination, the Consultant shall stop work immediately and shall be entitled to compensation for professional fees and expense reimbursement to the date of termination and for any work necessitated by that termination.
- J. Indemnity: Except for loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees, caused solely by the negligence of the Agency, its - Council, boards, commissions, officers and employees, Consultant shall indemnify, defend and hold harmless the Agency, its Council, boards and commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorney's fees, regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to Consultant's negligent act or omission regarding performance of services or work conducted or performed pursuant to this Agreement.
- K. Miscellaneous:
- a. The entire agreement between the parties with respect to the subject matter hereunder is contained in this agreement.
 - b. Neither this agreement nor any rights or obligations hereunder shall be assigned or delegated by the Consultant without the prior written consent of the Agency.
 - c. This agreement shall be modified only by written agreement duly executed by the Agency and the Consultant.
 - d. Should any of the provisions hereunder be found to be invalid, void or voidable by a court, the remaining provisions shall remain in full force and effect. This agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

- e. All notices required or permitted under this agreement shall be deemed to have been given if and when deposited in the United States mail, properly stamped and addressed to the party for whom intended at such party's address listed below, or when delivered personally to such party. A party may change its address for notice hereunder by giving written notice to the other party.

Wherefore, the parties have entered into this agreement as of the later of the dates stated below.

Approved:

Dated: _____, 2013

Bob Murray & Associates



By: _____

S. Renee Narloch

Title: Vice President
2910 Kerry Forrest Pkwy D4-242
Tallahassee, FL 32309

Dated: _____, 2013

Scott Emergency Communications Center
1100 E. 46th Street
Davenport, IA 52807

By: _____

Title: _____

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

November 21, 2013

APPROVING THE AMENDED HOURS AND COMPENSATION OF DAVID DONOVAN
AS ACTING DIRECTOR FOR THE SCOTT EMERGENCY COMMUNICATIONS
CENTER

WHEREAS; David Donovan was appointed the Acting Director for the Scott
Emergency Communications Center on June 27, 2013;

WHEREAS; SECC agreed to reimburse the County for the difference of his current
salary with Scott County and that which would reflect a 10% increase.

WHEREAS; there has been a delay in locating a new Director making it necessary
for Mr. Donovan to spend additional hours at SECC and County staff to expend
additional hours on his County duties.

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

Section 1. That Mr. Donovan will devote a minimum 30 hours a week to SECC.

Section 2. That SECC will reimburse the County for those 30 hours at Mr.
Donovan's current rate of pay.

Section 3. This resolution shall take effect immediately.