

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

Board Room, 1<sup>st</sup> Floor, Scott County Administrative Center,

600 West Fourth Street, Davenport, Iowa

**DECEMBER 19, 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. Director Search Update
5. Approval of an Upgrade to the Priority Dispatch Software
6. Approval of FY2014-2015 Budget
7. Interim Director's Report
8. Next meeting date – January 16, 2014 at 3:30 p.m.
9. Adjourn

MINUTES  
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD  
THURSDAY, NOVEMBER 21, 2013, 3:30 P.M.

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

Ex Officio members present: Dee Bruemmer and Linda Frederiksen.

Staff present: Dave Donovan and Mary Thee.

Moved by Gluba, seconded by O'Boyle approval of the Minutes of the October 17, 2013 SECC meeting.  
All ayes.

Moved by O'Boyle, seconded by Gallagher approval of a contract to Bob Murray and Associates to assist  
in the search of a director. All ayes.

Moved by Gallagher, seconded by Frieden approval of the amended hours and compensation of David  
Donovan as acting director for the Scott Emergency Communications Center.

The next meeting is tentatively scheduled for Thursday, December 19, 2013, at 3:30 p.m.

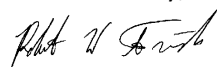
Moved by O'Boyle seconded by Frieden adjournment of the meeting at 4:37 p.m. All ayes.

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

December 19, 2013

APPROVAL OF UPGRADE TO THE PRIORITY DISPATCH SOFTWARE

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

Section 1. The purchase of the upgrade to the Paramount version of Priority Dispatch is hereby approved in the amount of \$16,930.00. and funded from the fund balance as reflected in the updated budget recently discussed.

Section 2. This resolution shall take effect immediately.



December 19, 2013

To: Scott Emergency Communications Center Board

From: Dave Donovan, Interim Director

Subj: Approval of upgrade for Priority Dispatch

The current software that we use at the center for emergency dispatch protocol is a product called ProQA from Priority Dispatch. We are scheduled to upgrade to a newer version of this product, Paramount. The cost of this upgrade is \$16,930.00. This upgrade is required as Priority Dispatch will no longer support the current version in 2014.

I recommend the upgrade to this system in the amount of \$16,930.00 and that the Board authorizes me to execute and sign the contract documents. This purchase is budgeted in the operating budget for the current fiscal year.

CC: SECC Management Team  
Scott County FSS and Purchasing



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

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

December 19, 2013

APPROVAL OF THE FY15 SCOTT EMERGENCY  
COMMUNICATIONS CENTER BUDGET

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

- Section 1. That the budget as presented by the SECC Interim Director is hereby approved.
- Section 2. The SECC Board will transmit the FY15 budget to the Emergency Management Agency Board, who, without modification, will include this budget in their newspaper publication, public hearing, and final resolution approving the FY15 Budget.
- Section 3. This resolution shall take effect immediately.

**Scott Emergency Communications Center - FY15 Admin Recommended Budget for Adoption**  
December 19, 2013

FY15 REQUEST  
CHANGE ANALYSIS  
FROM FY14 BUDGET  
%  
AMOUNT

	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 BUDGET	FY2014 YTD	FY2014 EST	FY2015 DEPT REQ	FY15 REQUEST CHANGE ANALYSIS FROM FY14 BUDGET % AMOUNT
<b>REVENUES:</b>								
Dept of Energy Block Grant - ARRA	180,400	-	20,920	-	-	-	-	-
COPS Grant	32,469	61,061	-	-	-	-	-	-
2007 COPS Technology Program Grant	512,330	-	-	-	-	-	-	-
Byrne / JAG Recovery Grant	-	25,528	94,851	-	-	-	-	-
Scott County	6,879,154	7,137,122	7,303,080	7,291,323	2,430,441	7,291,323	7,212,684	-1.1% (78,639)
Interest Income	19,424	3,645	-	-	-	-	-	-
Employee Jury Duty	-	32	-	-	-	-	-	-
Use of Fund Balance	21,925	771	62	-	701	800	517,442	-
Refunds & Reimbursements	-	-	151,743	155,362	-	144,176	140,376	-9.6% (14,986)
Federal Interest Sub	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>7,645,701</b>	<b>7,228,160</b>	<b>7,570,656</b>	<b>7,446,685</b>	<b>2,431,142</b>	<b>7,436,299</b>	<b>7,870,502</b>	<b>5.7%</b> <b>423,817</b>
							<b>net of use of fund balance</b>	<b>-1.1%</b> <b>7,353,060</b>

**Scott Emergency Communications Center - FY15 Admin Recommended Budget for Adoption**  
December 19, 2013

	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 BUDGET	FY2014 YTD	FY2014 YTD %	FY2014 DEPT EST	FY2015 DEPT REQ	FY15 REQUEST CHANGE ANALYSIS FROM FY14 BUDGET % AMOUNT
<b>APPROPRIATIONS:</b>									
<b>Personnel Services</b>									
Salaries	2,348,195	2,506,846	2,634,154	3,001,321	694,358	23.1%	2,880,000	2,900,000	-3.4% (101,321)
Salaries	(8,201)	-	-	-	-	-	-	-	-
Salaries	-	25,518	-	-	-	-	-	-	-
Overtime	149,399	115,765	181,789	150,000	38,449	25.6%	150,000	153,000	2.0% 3,000
Premium Holiday Pay	67,647	64,085	71,650	80,000	14,026	17.5%	76,000	77,520	-3.1% (2,480)
Health/Medical Benefits	532,709	545,503	573,187	580,190	142,797	24.6%	580,190	598,201	3.1% 18,011
Social Security (FICA)	192,790	204,599	217,150	229,601	55,615	24.2%	229,601	227,393	-1.0% (2,208)
Retirement (IPERS)	176,518	219,711	252,670	268,018	66,922	25.0%	268,018	265,441	-1.0% (2,577)
Deferred Comp Allowance	6,184	7,233	9,946	13,000	400	3.1%	13,000	13,000	0.0% -
Shift Differential	30,474	30,639	30,065	31,500	6,558	20.8%	31,000	32,000	1.6% 500
Meal Reimbursement (IRS)	313	491	297	-	181	-	450	500	0.0% -
Bonus Pay	3,214	5,661	4,500	6,000	-	0.0%	6,000	6,000	0.0% -
<b>Total Personnel Services</b>	<b>3,499,242</b>	<b>3,726,052</b>	<b>3,975,407</b>	<b>4,359,630</b>	<b>1,019,306</b>	<b>23.4%</b>	<b>4,234,259</b>	<b>4,273,055</b>	<b>-2.0% (86,575)</b>

**Scott Emergency Communications Center - FY15 Admin Recommended Budget for Adoption**

December 19, 2013

FY15 REQUEST  
CHANGE ANALYSIS  
FROM FY14 BUDGET  
% AMOUNT

FY2014  
DEPT  
EST  
REQ

YTD  
%

FY2014  
YTD

FY2014  
BUDGET

FY2013  
Actual

FY2012  
Actual

FY2011  
Actual

**Non-Personnel Expense**

	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 BUDGET	FY2014 YTD	YTD %	FY2014 DEPT EST	FY2015 DEPT REQ	FY15 REQUEST CHANGE ANALYSIS FROM FY14 BUDGET % AMOUNT
<b>Office Furniture &amp; Equipment</b>	1,352	-	11,326	-	-	0.0%	8,000	8,000	8,000
<b>Other Equipment</b>	-	-	59,300	-	-	0.0%	35,000	35,000	35,000
<b>Travel</b>	14,773	12,816	17,833	15,000	9,863	65.8%	15,000	16,000	6.7%
<b>Schools of Instruction</b>	26,523	31,683	31,787	38,000	5,554	14.6%	36,000	37,000	-2.6%
<b>Employee Development</b>	302	2,302	968	2,000	579	28.9%	1,600	2,000	0.0%
<b>Public Notices</b>	315	500	482	500	100	20.0%	500	500	0.0%
<b>Memberships</b>	999	1,329	1,551	2,000	-	0.0%	2,000	2,000	0.0%
<b>Maintenance-Buildings</b>	-	149	-	24,000	-	0.0%	16,000	16,500	-31.3%
<b>Maintenance-Equipment</b>	21,693	115,816	267,636	335,501	108,732	32.4%	335,501	338,001	0.7%
<b>Maintenance-Computer Software</b>	41,195	318,013	382,988	392,065	112,758	28.8%	385,000	410,973	4.8%
<b>Postage</b>	127	68	216	750	-	0.0%	400	400	-46.7%
<b>Telephone</b>	8,763	61,167	69,272	65,200	16,177	24.8%	65,200	66,000	1.2%
<b>Telephone-Mobile</b>	258	4,924	3,322	7,740	-	0.0%	5,760	4,400	-43.2%
<b>Utilities</b>	23,598	61,529	67,795	72,700	19,263	26.5%	68,500	72,700	0.0%
<b>Commercial Services</b>	105,204	162,329	179,342	161,836	42,501	26.3%	161,000	175,000	8.1%
<b>Professional Services</b>	16,802	270,582	273,144	270,200	3,351	1.2%	281,116	286,738	6.1%
<b>Contingency</b>	(12,765)	-	-	-	-	-	-	-	-
<b>Recruitment</b>	2,905	1,095	360	-	2,599	-	2,800	2,800	2,800
<b>Reimbursable Allotment</b>	32,469	61,061	-	-	-	-	-	-	-
<b>Reimbursable Allotment</b>	465,146	-	-	-	-	-	-	-	-
<b>Liability Insurance Premiums</b>	67,736	4,500	8,700	11,340	12,477	110.0%	12,477	13,000	14.6%
<b>Workers Compensation-Premiums</b>	10,250	9,559	16,464	10,255	2,928	28.6%	10,255	11,000	7.3%
<b>Property Insurance Premiums</b>	13,331	677	29,121	38,340	38,251	99.8%	38,251	40,000	4.3%
<b>General Liability Claims</b>	-	-	-	-	-	-	-	-	-
<b>General Liability Claims</b>	-	-	-	-	-	-	-	-	-
<b>Property Loss Claims</b>	-	-	-	-	-	-	-	-	-
<b>Workers Comp Claims</b>	-	-	-	-	-	-	-	-	-
<b>Unemployment Compensation</b>	6,630	13,831	7,234	18,000	-	0.0%	10,000	15,000	-16.7%
<b>800 MHz Access Fees</b>	413,673	503,901	508,621	510,000	127,834	25.1%	510,000	500,000	-2.0%
<b>800MHz Maintenance Costs</b>	112,265	136,587	150,514	145,000	50,519	34.8%	150,000	152,000	4.8%
<b>Other Expense</b>	-	-	-	-	-	-	-	500	500
<b>Office Printing</b>	407	45	1,128	-	281	-	900	1,000	1,000
<b>Supplies</b>	26,504	37,661	19,952	39,800	5,819	14.6%	28,000	32,900	-17.3%
<b>Books/Periodicals/Subscriptions</b>	458	127	301	1,500	-	0.0%	750	1,000	-33.3%
<b>Fuels and Lubricants</b>	194	622	1,279	5,195	286	5.5%	1,800	2,400	-53.8%
<b>Total Non-Personnel Expense</b>	<b>1,401,107</b>	<b>1,812,872</b>	<b>2,110,633</b>	<b>2,166,922</b>	<b>559,872</b>	<b>25.8%</b>	<b>2,181,810</b>	<b>2,242,812</b>	<b>3.5%</b>
<b>Total Operational Expense</b>	<b>4,900,349</b>	<b>5,538,924</b>	<b>6,086,041</b>	<b>6,526,552</b>	<b>1,579,178</b>	<b>24.2%</b>	<b>6,416,069</b>	<b>6,515,867</b>	<b>-0.2%</b>



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December 19, 2013

FY15 REQUEST  
CHANGE ANALYSIS  
FROM FY14 BUDGET  
% AMOUNT

	FY2011 Actual	FY2012 Actual	FY2013 Actual	FY2014 BUDGET	FY2014 YTD	FY2014 YTD %	FY2014 DEPT EST	FY2015 DEPT REQ	FY15 REQUEST CHANGE ANALYSIS FROM FY14 BUDGET % AMOUNT
<b>Debt Service</b>									
Principal on Indebtedness	502,256	365,000	375,000	390,000	-	0.0%	390,000	405,000	3.8%
Interest on Indebtedness	152,256	299,962	453,268	443,893	-	0.0%	443,893	432,193	-2.6%
Davenport Temp Dispatch Repayment	86,240	86,240	86,240	86,240	-	0.0%	86,240	517,442	500.0%
<b>Total Debt Service</b>	<b>740,752</b>	<b>751,202</b>	<b>914,508</b>	<b>920,133</b>	<b>-</b>		<b>920,133</b>	<b>1,354,635</b>	<b>47.2%</b>
<b>Total Op Expense (incl debt service)</b>	<b>5,641,101</b>	<b>6,290,126</b>	<b>7,000,549</b>	<b>7,446,685</b>	<b>1,579,178</b>	<b>21.2%</b>	<b>7,336,202</b>	<b>7,870,502</b>	<b>5.7%</b>
							<b>net of one-time repayment</b>		
								<b>7,353,060</b>	

	FY13 ACTUAL	FY14 REQUEST	FY14 YTD	FY14 ESTIMATE	FY15 REQUEST	FY16 PLAN	FY17 PLAN	FY18 PLAN	FY19 PLAN	UNPROG NEEDS
<b>97C - SECC</b>										
<b>SE.1 - Buildings</b>										
Design and Consulting Fee	10,200	-	-	-	-	-	-	-	-	-
General Construction	10,607	-	-	-	-	-	-	-	-	-
Furniture and Equipment	31,172	-	-	-	-	-	-	-	-	-
Tremont Storage Building	245,177	-	-	-	-	-	-	-	-	-
Back-up Construction/Telco/Elect	344,444	-	-	35,000	-	-	-	-	-	28,500
Carpet Replacement	-	-	-	-	-	-	-	-	-	28,500
<b>SE.1 Sub-total</b>	<b>641,600</b>	-	-	<b>35,000</b>	-	-	-	-	-	<b>28,500</b>
<b>SE.2 - Technology</b>										
PC Replacements	-	-	-	-	-	32,000	32,000	32,000	-	-
Laptop Replacements	-	-	-	-	15,000	-	-	-	-	-
Monitor Replacements	500	1,000	-	1,000	2,500	2,500	2,500	2,500	1,000	-
Radio PC Replacements	-	-	-	-	-	-	40,000	-	-	-
Positron 911 Phone PC Replacements	-	-	-	-	-	-	40,000	-	-	-
Misc. Software Licenses	-	-	-	-	25,000	-	-	-	-	-
Radio Replacements	-	-	-	-	-	-	-	-	-	-
Work Order Tracking Software	-	25,000	-	20,000	-	-	-	-	-	-
Decision Support Services Software	-	57,800	-	-	-	-	-	-	-	-
Fire Records Management Software	-	150,000	-	-	150,000	-	-	-	-	-
Misc. Tech. Hardware	5,000	10,000	-	10,000	10,000	10,000	10,000	10,000	10,000	-
Core Radio Switch P-25	-	-	-	-	225,000	-	-	-	-	-
Mass Notification Software	-	-	-	-	-	-	-	-	-	-
Servers	-	-	-	-	-	-	-	-	-	150,000
Storage	-	-	-	-	-	-	-	-	-	300,000
Network	-	-	-	-	-	-	-	-	-	750,000
<b>SE.2 Sub-total</b>	<b>5,500</b>	<b>243,800</b>	-	<b>31,000</b>	<b>427,500</b>	<b>12,500</b>	<b>124,500</b>	<b>44,500</b>	<b>11,000</b>	<b>1,200,000</b>
<b>SE.3 - Other Projects</b>										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
<b>SE.3 Sub-total</b>	-	-	-	-	-	-	-	-	-	-
<b>TOTAL 97C SECC</b>	<b>647,100</b>	<b>243,800</b>	-	<b>66,000</b>	<b>427,500</b>	<b>12,500</b>	<b>124,500</b>	<b>44,500</b>	<b>11,000</b>	<b>1,228,500</b>