

SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD

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

JANUARY 16, 2014 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. Election of Officers
 - A. Vice Chair
 - B. Secretary/Treasurer
5. Approval of Temporary Increase of 1.0 FTE in the Public Safety Dispatcher Classification for an Upcoming Retirement
6. Director Search Update
7. Interim Director's Report
8. Next meeting date – February 20, 2014 at 3:30 p.m.
9. Adjourn

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

MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, DECEMBER 19, 2013, 3:30 P.M.

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

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

Staff present: Annie Nugent and Mary Thee.

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

Moved by Gallagher, seconded by Frieden approval of an upgrade to the Priority Dispatch software in the amount of \$16,930.00. All ayes.

Moved by Gallagher, seconded by O'Boyle the approval of FY2014-FY2015 budget. All ayes.

The next meeting is tentatively scheduled for Thursday, January 16, 2014, at 3:30 p.m.

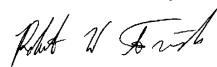
Moved by Frieden seconded by O'Boyle adjournment of the meeting at 4:00 p.m. All ayes.

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

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

January 16, 2014

APPROVAL OF A TEMPORARY INCREASE OF 1.0 FTE IN THE PUBLIC SAFETY
DISPATCHER CLASSIFICATION FOR AN UPCOMING RETIREMENT.

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

Section 1. That the Interim Director is hereby authorized to exceed the Table of Organization by 1.0 FTE in the Public Safety Dispatcher classification to allow for over hiring and training for an upcoming retirement is hereby approved.

Section 2. This resolution shall take effect immediately.



January 16, 2014

To: Scott Emergency Communications Center Board

From: Dave Donovan, Interim Director

Subj: Approval of over hire for upcoming retirement

I have received written notice of an upcoming retirement from one of our Public Safety Dispatchers. The expected last work day for this Dispatcher will be in early April. That information, coupled with some known upcoming FML absences, has led the Management Team at SECC to discuss staffing levels in preparation.

We currently have four new hire dispatchers in our new-hire training process. These four began that process in November. Our training regimen can last from 4-9 months depending on the trainee and other factors such as the number of jurisdictions (cross training) that we are trying to accomplish. In most cases, our goal is to train in all jurisdictions during initial training.

We are not fully utilizing the 2.4 FTE of part-time Dispatchers at this time. That is due, in part, to our inability to achieve our full complement of 42 fully trained Public Safety Dispatchers.

We have a hiring list of at least 3-4 candidates from our recruitment last fall. We will not have to recruit and test again for the request that I am making.

With that in mind, I am asking the Board to authorize me to temporarily exceed our authorized FTE level of 42 full time Public Safety Dispatchers by one, to allow us to hire and begin the training for a replacement, sooner rather than later. If we begin now, we can be better prepared for the summer vacation season and continue to minimize the use of overtime.

CC: SECC Management Team
Scott County Admin/HR



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