

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

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

**MARCH 31, 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. Approval of appointment of Denise Pavlik as the SECC Director
5. Leadership Summit Recertification
6. Interim Director's Report
7. Next meeting date – April 17, 2014 at 3:30 p.m.
8. Adjourn

For previous meeting Minutes, please visit our website at [www.secc911.com](http://www.secc911.com).

MINUTES  
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD  
THURSDAY, JANUARY 16, 2014, 3:30 P.M.

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

Ex Officio members present: Linda Frederiksen.

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

Moved by Gluba, seconded by Frieden approval of the Minutes of the December 19, 2013 SECC meeting.  
All ayes.

Chair Minard called for an election of officers. O'Boyle nominated Gallagher Jr. to serve as the Vice Chair, seconded by Gluba. All ayes. O'Boyle nominated Frieden to serve as the Secretary/Treasurer, seconded by Gluba. Nominations were closed. All ayes.

Moved by O'Boyle, seconded by Frieden approval of temporary increase of 1.0 FTE in the Public Safety Dispatcher Classification for an upcoming retirement. All ayes.

The next meeting is tentatively scheduled for Thursday, February 20, 2014, at 3:30 p.m.

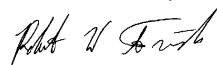
Moved by O'Boyle seconded by Gallagher Jr. adjournment of the meeting at 4:03 p.m. All ayes.

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

March 31, 2014

APPROVING THE HIRING OF DENISE PAVLIK FOR THE POSITON OF SCOTT  
EMERGENCY COMMUNICATION CENTER DIRECTOR AT A STARTING SALARY OF  
\$110,000/YR

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

Section 1. The hiring of Denise Pavlik for the position of Director for the Scott Emergency Communication Center at a starting salary of \$110,000/yr is hereby approved.

Section 2. The approval of Ms. Pavlik accruing annual vacation at the rate of 160 hours annually.

Section 3. Ms. Pavlik will begin employment May 5, 2014.

Section 4. This resolution shall take effect immediately.



**Media Release**  
**Scott Emergency Communication Center Board to consider Director appointment**  
**March 26, 2014**

Larry Minard, Scott Emergency Communication Center Board Chair announces that Denise Pavlik has accepted a conditional offer of employment as Scott Emergency Communication Center (SECC) Director with a starting salary of \$110,000. It is anticipated that the appointment will be approved by the SECC Board at their meeting March 31, 2014 at 3:30pm. Ms. Pavlik will start work on May 5, 2014.

Ms. Pavlik has 15 years of experience in communications. Ms. Pavlik began her E-911 career in 1998 as a dispatcher in Matteson, Illinois. In 2001 when the Matteson Police Center consolidated as SouthCom Dispatch, Ms. Pavlik became a Supervisor of Communications. In December, 2006 she was promoted to Deputy Director becoming responsible for operational development, scheduling, hiring and training of all staff. She was instrumental in the consolidation of three public safety answering points (PSAP's) into one. In April 2010 she was again promoted to Director, having control over policy development, budget, grant creations, technology, and business plan. Ms. Pavlik has several certifications in E-911 and Emergency Management, including being a certified Emergency Number Professional. She was the recipient of the APCO Line Supervisor in 2002 and Telecommunications Supervisor of the Year in 2003. She has a Bachelor's Degree in Business Administration.

Ms. Pavlik was selected from a field of 17 applicants following a national search with the assistance of Bob Murray and Associates, a national search firm. She was the recommendation of an interview panel of 12 members representing the communities and agencies that comprise the Scott Emergency Communication Center.

The opening is created by the announced resignation of the former director in July, 2013.

The Scott Emergency Communication Center (SECC) was formed in December, 2007 when Scott County, City of Davenport, City of Bettendorf, MEDIC EMS, and the Emergency Management Agency entered into an intergovernmental agreement (aka 28E Agreement) for the purpose of providing public safety dispatch and communication services. The SECC Board members are: Chairperson: Larry Minard; Scott County Board of Supervisor's Chair; Vice Chairperson: Bob Gallagher, Bettendorf Mayor; Secretary/Treasurer: Rob Frieden, Medic EMS Board President; Bill Gluba, Davenport Mayor; and Marty O'Boyle Eldridge Mayor.

Additional questions can be directed to SECC Board Chair Larry Minard at 340-1390.

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## Human Resources Department

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**Date:** March 11, 2014

**To:** SECC Board

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

**Subject:** Leadership Summit Recertification

SECC is committed to developing its current and future leaders. The Leadership Summit program demonstrates that commitment. As we recognize that leadership development is a perpetual journey, we understand the need for continuing education to encourage the ongoing development of our leadership team.

SECC's Leadership Recertification Program requires that each Leadership Summit graduate earn 40 credit hours every two years in the areas of;

- Continuing Education Workshops & Conferences
- Public Education/Class Instruction
- Demonstrating Leadership ability in service on Committees, Boards or serving in an advisory capacity
- Related Leadership Reading

The following candidates have committed to their personal and professional development by meeting the Leadership Summit Recertification requirements:

Pam Paulsen	Deputy Director
Mike Becker	Training/Quality Assurance Manager
Gloria Fitzpatrick	Technology Systems Coordinator
Michelle Conklin	Shift Supervisor
Doris Moreno	Shift Supervisor
Kathy Schwarz	Shift Supervisor