

SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
JULY 17, 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. Leadership Summit Graduation
5. Approval of 2 year Service Contract for Uninterruptable Power Supplies (UPS) System
5. Director's Report
6. Next meeting date – August 21, 2014 at 3:30 p.m.
7. Adjourn

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

MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, JUNE 19, 2014, 3:30 P.M.

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

Ex Officio members present: Decker Ploehn.

Staff present; Pam Paulsen and Denise Pavlik.

Moved by O'Boyle, seconded by Frieden approval of the Minutes of the April 17, 2014 SECC meeting. All ayes.

The next meeting is scheduled for Thursday, July 17, 2014, at 3:30 p.m. at SECC where the SECC Board meetings will now be held.

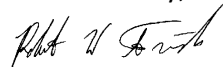
Moved by O'Boyle seconded by Frieden adjournment of the meeting at 3:58 p.m. All ayes.

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

HUMAN RESOURCES DEPARTMENT
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Date: July 1, 2014

To: SECC Board of Directors

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

Subject: Leadership Summit Graduates

In 2008, the County initiated a Leadership Summit to address long term succession planning and leadership development. Ten SECC employees have attended and graduated from the County's Leadership Summit. On July 17th you will have the opportunity to recognize two additional individuals who have qualified to graduate:

Stacy Green
Tracy Sanders

In order to qualify for the graduation, attendees needed to participate in all 3 sessions plus attend 6 hours of leadership training. Prior to their trainings they participated in a 360° Evaluation where 10 of their co-workers/ subordinates/ customers/supervisors anonymously evaluated them. They then went through a 2 day training where their knowledge was challenged with their performance. The group then attended a day long workshop on "Communicating Effectively" and "Coaching and Counseling". Additionally they were required to complete 6 hours of County sponsored leadership training.

The completion of the Leadership Summit really only begins their leadership journey. They are invited to attend County leadership training sessions for supervisors which are designed to address issues identified in previous "Knowledge for Leaders" testing process.

This summer we will work with SECC to identify participants for the future Leadership Summit.

Cc: Denise Pavlik, SECC Director

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

July 17, 2014

A RESOLUTION APPROVING THE AWARD OF A TWO YEAR CONTRACT FOR UPS SYSTEM SERVICE TO EMERSON IN THE TOTAL AMOUNT OF \$29,750.00

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

- Section 1. That the proposal from Emerson for a two year UPS system service contract is hereby approved and awarded in the total amount of \$29,750.00.
- Section 2. This resolution shall take effect immediately.

Facility and Support Services

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June 30, 2014

To: Denise Pavlik, Director
Scott Emergency Communications Center

From: Dave Donovan, Director
Facility and Support Services

Subj: Annual service contract for uninterruptable power supplies (UPS) system

Scott County Facility and Support Services solicited proposals to provide a two year contract for service for the three Emerson UPS units that protect the critical electrical loads for SECC (at the Main facility and the back-up installation at the Courthouse). The contract specifications includes:

- Two preventative maintenance service calls per year for each of three units;
- Service labor and travel to site
- 4 hour emergency response time

We received several responses for this solicitation as summarized below:

Vendor	Annual Amount	Total Amount
DC Group	\$7,500.00	\$15,000
Emerson	\$14,875.00	\$29,750.00
Nationwide Power	\$6,550.00	\$13,100.00
Total UPS Works	\$8,400.00	\$16,800.00*
Tristar	\$800.00	\$1600.00*

*disqualified for not meeting specification, poor references or intent to sub-contract

As you can see, we have proposals with far ranging costs. Two vendors were eliminated from consideration immediately because of issues with their ability to meet the specification or their stated intent to sub-contract the work. We did considerable research regarding the three remaining vendors. Two vendors, DC Group and Emerson have a strong performance record with Scott County. After considering all factors, we recommend that SECC contract with Emerson for this service. We base that recommendation on the following factors:

- 1) The Emerson proposal includes full replacement parts within the UPS system cabinet (not including batteries). This includes all circuit boards, microprocessors, internal switching

equipment and front panel interface. No other vendors include parts replacement in their proposal.

- 2) Emerson's proposal calls for the replacement of system capacitors at the beginning of the contract period as a preventative measure to ensure system integrity;
- 3) Emerson's proposal includes the replacement of up to 20% of batteries during the two year contract period. Unplanned battery replacement is a considerable potential expense for systems of this size. Our experience is that after year three (the current age of the SECC units), there is a great likelihood of weakening of some battery jars (cells) each year that require replacement;
- 4) UPS systems (like other microprocessor based building equipment) are controlled by software that is proprietary to the manufacturer. By continuing to contract with the manufacturer, we ensure that the service vendor can fully service the unit including providing any software updates and/or bug fixes that may be available.

While Emerson is the highest of the quoted proposals, we strongly recommend them as the best overall solution that will place SECC in the best position for the on-going reliability and integrity of the system. I will plan to attend the SECC Board meeting to discuss my recommendation further. Please do not hesitate to contact me should you have any questions or concerns.