



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD  
EOC Scott Emergency Communications Center  
1100 E 46<sup>th</sup> St., Davenport, Iowa  
OCTOBER 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. Approval of Reallocation of Radio Equipment Policy
5. Employee Recognition
6. Director's Report
7. Discussion of strategy of upcoming labor negotiations with the SECC's organized employees pursuant to Iowa Code Section 20.17(3). – CLOSED SESSION
8. Next meeting date – November 20, 2014 at 3:30 p.m.
9. 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, SEPTEMBER 25, 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 and Decker Ploehn

Staff present: Mike Becker, Gloria Fitzpatrick, Billie Huffman, Annie Nugent, Pam Paulsen, and Denise Pavlik.

Moved by Gallagher, seconded by Frieden approval of the Minutes of the August 21, 2014 SECC meeting. All ayes.

Moved by Gallagher, seconded by Frieden approval of the appointment of the QCIC Net Governing Board Iowa Members. All ayes.

Moved by Gallagher, seconded by O'Boyle to approve the SECC Policy Manual. All ayes.

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

Moved by O'Boyle seconded by Gluba 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,

A handwritten signature in black ink, appearing to read "Rob Frieden".

Rob Frieden  
Secretary/Treasurer

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

September 25, 2014

A RESOLUTION APPROVING THE ADMINISTRATIVE DIRECTIVE ON MEMBER  
AGENCY RADIO EQUIPMENT

**BE IT RESOLVED BY** the Scott Emergency Communications Center

Board as follows:

- Section 1. The SECC board approves Administrative Directive #1 on Member Agency Radio Equipment.
- Section 2. This resolution shall take effect immediately.



**Administrative Directive #1**

**Effective Date: 08/21/2014**

**Rescinds: None**

## Member Agency Radio Equipment

### **Purpose:**

The purpose of this administrative directive is to outline the SECC Board Policy with regard to the purchase of new radio, mobile equipment, and control stations by participating agencies which will be used to access the SECC radio and fiber network systems.

### **Background:**

Scott Emergency Communications Center (SECC) was created to consolidate the dispatch centers of Bettendorf Fire and Police, Davenport Fire and Police, Scott County Fire and Police, and Medic Ambulance. This consolidated center provides improved and more reliable 9-1-1 dispatching and recordkeeping service. SECC also provides radio communications to all the emergency response and public safety agencies in the county and a fiber connection that connects to the other Quad Cities Dispatch Centers. These services greatly increase the interoperable communications between all agencies served.

In 2010 each of the member agencies were proportionally allotted new radio equipment including portable, mobile and control point radios which would be compatible with the new SECC radio and data systems. The purchase of this new equipment was made possible for the larger agencies using Bonds from Scott County and for the smaller agencies by a one-time Federal Grant awarded under the SECC umbrella.

The expressed intent of the SECC Board was to use the Grant funds to ensure all agencies had the proper initial start-up equipment to include the latest compliant technology needed for all agency radio and data operations. It was also understood all future radio and mobile equipment purchases whether created by expansion of services or routine replacement of existing equipment would be solely borne by the participating agencies.

### **Policy:**

The SECC Board wanted to institutionalize this understanding by clearly articulating our policy with respect to the purchase of new radio equipment by member agencies. The SECC Policy on this matter is all future individual purchases of radio and related communications equipment shall be solely the responsibility of member agencies. Further, SECC will continue to fulfill its commitment to members on all existing equipment as outlined below. To insure compatibility future equipment must meet the technical standards established by the Director of SECC.

#### **Portable Radios**

1. Each portable radio allocated to any member agency will be recorded and an inventory sheet will be kept with the Technology Systems Coordinators at SECC.
2. SECC will pay the continuing maintenance of all portable radio equipment originally allocated to any member agency as listed on the inventory sheet.
3. SECC will pay the cost of two radio batteries every two years for all portable radios originally allocated to any member agency as listed on the inventory sheet.

4. SECC will pay the radio access fees per each portable used on the current radio system.
5. For any additional portable radios needed, it will be up to the member agency to purchase, provide batteries and then maintain the new equipment. SECC will continue to pay the access fees for the portables to have access to the radio system.

Mobile Radios

1. Each mobile radio allocated to any member agency will be recorded and an inventory sheet will be kept with the Technology Systems Coordinators at SECC.
2. SECC will pay the continuing maintenance of all mobile radio equipment originally allocated to any member agency as listed on the inventory sheet.
3. SECC will pay the radio access fees per each portable used on the current radio system.
4. For any additional mobile radios needed, it will be up to the member agency to purchase and then maintain the new equipment. SECC will continue to pay the access fees for the mobiles to have access to the radio system.

Control Stations

1. Each control station allocated to any member agency will be recorded and an inventory sheet will be kept with the Technology Systems Coordinators at SECC.
2. SECC will pay the continuing maintenance of all control stations originally allocated to any member agency as listed on the inventory sheet.
3. SECC will pay the radio access fees per each control station used on the current radio system.
4. For any additional control stations needed, it will be up to the member agency to purchase and then maintain the new equipment. SECC will continue to pay the access fees for the control stations to have access to the radio system.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014

SECC Board President: \_\_\_\_\_

ATTESTED: \_\_\_\_\_

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

September 25, 2014

A RESOLUTION APPROVING THE ADMINISTRATIVE DIRECTIVE ON THE  
REALLOCATION OF RADIO EQUIPMENT

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

- Section 1. The SECC board approves Administrative Directive #2 on The Reallocation of Radio Equipment.
- Section 2. This resolution shall take effect immediately.



**Administrative Directive #2**

**Effective Date: 08/21/2014**

**Rescinds: None**

## Reallocation of Radio Equipment

### **Purpose:**

The purpose of this administrative directive is to outline the SECC Board Policy with regard to the reallocation of radio, mobile equipment, and control stations by participating agencies which will be used to access the SECC radio and fiber network systems.

### **Background:**

Scott Emergency Communications Center (SECC) was created to consolidate the dispatch centers of Bettendorf Fire and Police, Davenport Fire and Police, Scott County Fire and Police, and Medic Ambulance. This consolidated center provides improved and more reliable 9-1-1 dispatching and recordkeeping service. SECC also provides radio communications to all the emergency response and public safety agencies in the county and a fiber connection that connects to the other Quad Cities Dispatch Centers. These services greatly increase the interoperable communications between all agencies served.

In 2010 each of the member agencies were proportionally allotted new radio equipment including portable, mobile and control point radios which would be compatible with the new SECC radio and data systems. The purchase of this new equipment was made possible by a one-time Federal Grant awarded under the SECC umbrella. The expressed intent of the SECC Board was to use the Grant funds to ensure all agencies had the proper initial start-up equipment to include the latest compliant technology needed for all agency radio and data operations.

This radio equipment was inventoried by SECC prior to distribution to member agencies for the purposes of maintaining a comprehensive record of all assigned equipment. This record is to be maintained by SECC in the event an agency no longer needs the allocated equipment so SECC could retrieve the equipment for reallocation to another agency if needed.

### **Policy:**

The SECC Board's policy is as follows:

Should an agency's jurisdiction be taken over to be handled by another SECC jurisdiction, the agency taking over responsibility will automatically be reallocated the equipment.

With respect to how radio equipment no longer needed by an Agency is to be returned and potentially reallocated the following procedure detailed below shall take place:

1. The equipment shall be returned to SECC, in good working order, and inventoried.
2. A notice shall be sent out to all participating agencies regarding the availability of equipment to be reallocated. This notice shall include the number and type of equipment available.
3. The notice will provide for a thirty-day window which will provide ample opportunity for member agencies to request the use of the listed equipment.

4. The requesting agency shall provide written notice to SECC's Director, on official letterhead, describing what equipment they would like to have reallocated to them and provide a reason for the need.
5. Once the thirty day period is expired, the written requests will be provided to the SECC Board at the next regularly scheduled Board Meeting for review.
6. Following the Board review of the written requests a vote will be taken on which agency shall receive the equipment. This decision will be based on balancing the requests with the available equipment, the specific needs of the requesting agency and due consideration of what provides the greatest overall good to SECC's mission.
7. The SECC Director will reallocate the equipment pursuant to the Board's vote.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014

SECC Board President: \_\_\_\_\_

ATTESTED: \_\_\_\_\_