



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
DECEMBER 18, 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 Paying off Davenport bond
5. Approval of the FY2015-2016 Budget
6. Approval of Racom Contract
7. Approval of NWS Proposal
8. Approval of Strategic Plan
9. Director's Report
10. Discussion of strategy of upcoming labor negotiations with the SECC's organized employees pursuant to Iowa Code Section 20.17(3). – CLOSED SESSION
11. Approval of Larry Minard's Years of Service
12. Next meeting date – January 15, 2015 at 3:30 p.m.
13. Adjourn

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



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, NOVEMBER 20, 2014, 3:30 P.M.

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

Ex Officio members present: Dee Bruemmer, Linda Frederiksen, and Craig Malin.

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

Moved by Gluba, seconded by O'Boyle approval of the Minutes of the October 16, 2014 SECC meeting.
All ayes.

The next meeting is scheduled for Thursday, December 18, 2014, at 3:30 p.m.

Moved by Gluba seconded by Frieden adjournment of the meeting at 4:33 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

December 18, 2014

A RESOLUTION APPROVING THE PAYMENT OF THE DAVENPORT BOND IN FULL.

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

- Section 1. That the Davenport Bond be paid in full in the amount of \$517,442 releasing SECC from any further payment is hereby approved.
- Section 2. This resolution shall take effect immediately.



To: Larry Minard SECC Board Chairman and SECC Board Members
From: Director Denise Pavlik, ENP
Date: December 18, 2014
Subject: Executive Summary – Approval of Payment in Full on the Davenport Bonds

With the inception of Scott Emergency Communications Center it was necessary to construct a new facility specifically designed to provide the necessary space to accommodate a state-of-the-art consolidated dispatch center. Fortunately, the City of Davenport was in a position to leverage the construction costs for this facility through a Bond initiative acquired by the City.

The Agreement between the parties was SECC would repay the City of Davenport for the Bond costs in the amount of \$86,240 annually with the final payment planned in 2019. SECC has made these annual payments through 2014 and most recently discovered an opportunity to retire the entire outstanding balance.

As the 2014-2015 budget process unfolded the Board and Staff recognized the prospect of potentially retiring the City of Davenport's Bond issuance in its entirety. After a comprehensive analysis of SECC's existing Fund Balance a recommendation was made and adopted to include \$517,442 for the repayment of the Bond in the FY 2014-2015 Budget.

The attached Resolution outlines the financial obligations necessary for approval. It is my hope the Board will approve this resolution during the next regularly scheduled SECC Board Meeting.

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

December 18, 2014

A RESOLUTION APPROVING THE FY 15-16 BUDGET.

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

- Section 1. That the proposed FY 15-16 Budget is hereby approved.
- Section 2. This resolution shall take effect immediately.



To: Larry Minard SECC Board Chairman and SECC Board Members
From: Director Denise Pavlik, ENP
Date: December 18, 2014
Subject: Executive Summary – Recommended Budget for FY 2015-2016

On behalf of the Scott Emergency Communications Center I am pleased to forward for your review the proposed 2015-2016 Budget for SECC.

This year's budget reflects conclusions based on historical data and captures the actual fixed costs associated with operating SECC. While preparing the budget certain assumptions had to be made with regard to Dispatcher salaries as we are currently in negotiations and no final agreement has been made at this time. I am very pleased to report the budget as submitted for your consideration reflects an overall increase of \$193,422 or approximately a 2.5% increase from the current approved budget.

The budget is broken down into three categories; Salaries and Benefits, Operating costs and finally Capital considerations. The Salaries and Benefits section includes all personnel costs associated with SECC's operation. It includes 57 full-time employees including the Dispatchers, Supervisors, Managers, Deputy Director and myself and also includes 3 part-time Dispatchers and 1 part-time Warrant Clerk. As noted earlier the Dispatcher's salaries have been estimated due to ongoing contract negotiations.

Certain employees based on their standing in the pay scale will not only receive their COLA adjustments but are entitled to a Step increase on the wage scale. I have prorated these step increases to accurately reflect the actual anticipated cost associated for each Dispatcher based on their anniversary date when the step increases are actually implemented. This merging of salaries for each employee gives a much more realistic picture of the actual costs associated with each person.

Our Operation section includes all goods and services needed to run the operation itself ranging from service contracts to phone lines to our janitorial service. The majority of these line items are based on contracts and actual phone line costs and access fees.

The Capital Section of this year's budget incorporates our equipment replacement strategy. The methodology I'm attempting to employ going forward is to remove the financial peaks and valleys in the Capital Budget by establishing a longer vision replacement strategy. This method allows for more predictable capital costs from year to year barring any unforeseen capital needs.

Additionally, this section includes the remaining fund balance. Fortunately for SECC our fund balance is extremely healthy and for this reason, it is my recommendation all capital needs for FY 15-16 be taken from the fund balance to maintain this balance at the desired level.

The attached resolution outlines the proposed FY 2015-2016 Budget. It is my hope the Board will approve this resolution during the December SECC Board Meeting.

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

December 18, 2014

A RESOLUTION APPROVING NEW RADIO ACCESS FEES AND THREE YEAR
CONTRACT WITH RACOM.

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

- Section 1. That SECC shall enter into a new three year contract for radio access with RACOM is hereby approved.
- Section 2. That the radio access fees will be set for the term of the contract at \$29.40 per unit is hereby approved.
- Section 3. This resolution shall take effect immediately.



To: Larry Minard SECC Board Chairman and SECC Board Members
From: Director Denise Pavlik, ENP
Date: December 18, 2014
Subject: Executive Summary – Approval of Three Year Contract for Radio Access Fees with RACOM

RACOM has been the service provider for all of our radio needs since the inception of Scott Emergency Communications Center.

Over the past five years, SECC has had a contract with RACOM for radio access fees on each unit SECC has in service which accesses the RACOM System. Those fees under the current agreement were locked in at a rate of \$28.12 per unit per month. This contract expires on June 30, 2015 and RACOM has advised their access fees will increase next year to \$28.90 per unit per month.

While we have been discussing our strategy to move our radio system toward P25 compliance, it is anticipated this entire process will not be completed until sometime late fourth quarter of 2018. During this three year period of planning and migrating to the P25 compliant system, our access fees will continue to increase yearly at a rate of approximately 3% each year. Given this estimation, our access fees would then increase to \$29.75 per unit per month in FY 2016-2017 and \$30.60 per unit per month in FY 2017-2018.

Currently we have 959 portables, 464 mobiles, and 114 control stations, for a total of 1537 units, accessing the RACOM system. In an attempt to reduce the financial impact associated with the increased access fees over the next three year period as we move toward a P25 compliance, I have taken the liberty of asking RACOM if they would consider setting a flat fee for the next three years to eliminate yearly increasing fees during our interim period.

RACOM has advised they can provide us with a three year contract setting our access fees at a rate of \$29.40 per unit per month. I have done the calculations and this comes to a savings over the three year period of \$19,367 (approximately \$6,500 annually) assuming our unit numbers do not increase.

The attached Resolution outlines the contract rate and period. It is my hope the Board will approve this resolution during the next regularly scheduled SECC Board Meeting.

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

December 18, 2014

A RESOLUTION APPROVING THE NEW WORLD SYSTEM (NWS) PROPOSAL CHANGING THE CAD PLATFORM AND ADDING FIRE RMS AND TO APPROVE FUNDING FOR THE PROPOSAL.

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

- Section 1. That the proposal from NWS to change CAD platforms from MSP to the Enterprise solution and to include Fire RMS at a total cost of \$338,070.00 is hereby approved.
- Section 2. That the funds reserved in the amount of \$150,000 from the FY 14-15 Budget be used as the down payment for the system is hereby approved.
- Section 3. That the remaining \$188,070.00 be placed into the FY 15-16 Budget under capital to pay for the remaining balance is hereby approved.
- Section 4. This resolution shall take effect immediately.



To: Larry Minard SECC Board Chairman and SECC Board Members
From: Director Denise Pavlik, ENP
Date: December 18, 2014
Subject: Executive Summary – Approval of New World Systems Proposal on CAD and Fire RMS

Recently, New World Systems (NWS) made us aware we are approaching the end-of-life for our current MSP CAD Platform. While there is one more upgrade we were planning to complete with the current platform, NWS advised it would be the last of the enhancements to this product line. With NWS migrating to a new enterprise platform it did not make business sense for SECC to further invest in the existing platform.

This notice comes on the heels of the discussions the local fire departments have been having regarding a system wide approach to their records management needs. The Chiefs have been looking at an opportunity to integrate a state of the art records management product with our CAD system. This would help provide the end users standardized reporting methodology throughout the county and enhanced records management tools to more effectively identify and respond to community risks. Further it was determined this standardized recording process would facilitate the collection of data for future grant requests and for these reasons SECC has set aside \$150,000 to assist the fire departments with the purchase of such a system.

On November 3, 2014, representatives from NWS came to discuss the future of CAD and provide us with options to think about as we look to the future. Because Scott County is such a large customer, NWS has submitted a proposal which would allow us to migrate to the newest operating platform and includes the incorporation of Fire RMS for our agencies for a total cost of \$338,070.

As the Board is aware SECC has been, and continues to work with NWS to resolve the remaining operational issues within the system. Given the recent notice it is clear the remaining operational issues will not be fixed on the current platform. By moving to the new platform NWS has assured us the operational issues we were experiencing will be resolved; additionally, the changes SECC needs in order to comply with several new NCIC rules and Next Generation 9-1-1 specifications makes it critical to migrate to NWS's newest version of CAD as soon as practical.

Given the current NWS proposal, SECC could accomplish migration to the new Enterprise version of CAD and add the NWS Fire RMS by only allocating an additional \$188,070. This additional funding can be added into the capital portion of the FY 15-16 Budget. NWS has agreed we could use the already allocated Fire RMS funds (\$150,000) from FY 14-15 Budget as the down payment to begin purchase and move forward with the implementation. The remaining balance can then be taken out of the capital budget at the beginning of the FY 15-16 Budget year.

The attached Resolution outlines the financial obligations needed in approving this proposal. It is my hope the Board will approve this resolution during the December SECC Board Meeting.

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

December 18, 2014

A RESOLUTION APPROVING THE SECC 2014-2017 STRATEGIC PLAN.

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

Section 1. That the SECC 2014-2014 Strategic Plan is hereby approved.

Section 2. This resolution shall take effect immediately.

**RESOLUTION
SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD**

**A RESOLUTION THANKING LARRY MINARD FOR HIS DEDICATED SERVICE TO THE SCOTT
EMERGENCY COMMUNICATIONS CENTER BOARD**

- WHEREAS,** Larry Minard began his journey in 1968 when started his career as a teacher and Head of the Language Arts Department at Central High School in Davenport until he retired from teaching in 1999; and
- WHEREAS,** Larry Minard, was elected to five terms on the Davenport City Council and served on the Scott County Landfill Commission, Davenport’s Zoning Board of Adjustment, and Community Block Grant Monies Committee, and
- WHEREAS,** Larry Minard also served as representative to the Bi-State Regional Commission, 7th Judicial District board of Corrections, the Quad City Passenger Rail Coalition, and to the Iowa Passenger Rail Advisory Committee; and
- WHEREAS,** Larry Minard received his Bachelor’s Degree from Wartburg College, received his Master’s Degree from the University of Northern Iowa, and attended one year at Cambridge University, England; and
- WHEREAS,** Larry Minard has been a member of the Davenport Rotary, Davenport Schools Foundation Board, and adjunct faculty at Scott Community College; and
- WHEREAS,** Larry is recognized for his dedication and unique ability to encourage intergovernmental cooperation; and
- WHEREAS,** Larry Minard has been a valuable asset to the Scott Emergency Communications Center Board through his leadership and experience. Larry’s guidance and his participation on the Board has been appreciated.

NOW, THEREFORE BE IT RESOLVED by the Scott Emergency Communications Center Board, Scott County, Iowa, that the deepest appreciation of the Scott Emergency Communications Center Board, Scott Emergency Communications Center Staff and citizens of Scott County be expressed to Larry Minard upon his retirement for his years of dedicated service to Scott County and the Scott Emergency Communications Center Board; the Board and Staff of Scott Emergency Communications Center wishes Larry Minard a long, happy, healthy retirement during which he enjoys his family, friends and other interests.

ADOPTED this 18th day of December, 2014.

APPROVED:

Mayor Bob Gallagher, Jr. - Vice Chair

ATTEST:

Mayor, Marty O’Boyle- Board Member

Mayor, Bill Gluba – Board Member

Genesis ISO, Rob Frieden – Board Member

SECC Director, Denise Pavlik - Staff