



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
MAY 21, 2015 at 3:30 p.m.

MEETING AGENDA

1. Roll Call: Frieden, Gallagher, Gluba, O'Boyle, and Sunderbruch.
Ex officio members: Bruemmer, Frederiksen, Malin, and Ploehn
2. Pledge of Allegiance
3. Approval of Minutes
4. Discussion of Centurylink proposal for change orders on VIPER upgrade
5. Director's Report
6. Approval of Administrative Directive #3 regarding Communications Center Access and Security
7. Discussion of strategy of upcoming labor negotiations with the SECC's organized employees pursuant to Iowa Code Section 20.17(3). – CLOSED SESSION
7. Next meeting date – June 18, 2015 at 3:30 p.m.
8. Adjourn

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



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, APRIL 16, 2015, 3:30 P.M.

Board Members present: Bob Gallagher Jr., Bill Gluba, Marty O'Boyle, and Tom Sunderbruch.

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

Staff present: Mike Becker, Billie Huffman, Annie Nugent, Pam Paulsen, Denise Pavlik, and Tracey Sanders, Michelle Conklin, and Kathy Schwarz.

Moved by Gluba, seconded by O'Boyle approval of the Minutes of the March 27, 2015 SECC meeting. All ayes.

Moved by Gallagher, seconded by Gluba the Proclamation starting the week of April 12, 2015 as National Public Safety Telecommunicators Week. All ayes.

Moved by O'Boyle, seconded by Gluba the approval of the QCIC Net Updated Governance Agreement. All ayes.

Moved by Gluba, seconded by O'Boyle the approval of the QCIC Net Consulting Services Agreement. All ayes.

Moved by Gluba, seconded by O'Boyle the approval of purchasing a fuel level sensor from Cummins Central Power for the generator in the amount of \$9611.67. All ayes.

The next meeting is scheduled for Thursday, May 21, 2015, at 3:30 p.m.

Moved by Gluba seconded by O'Boyle adjournment of the meeting at 4:23p.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 that reads "Tom Sunderbruch".

Tom Sunderbruch
Chair

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

May 21, 2015

A RESOLUTION APPROVING THE ADMINISTRATIVE DIRECTIVE ON
COMMUNICATIONS CENTER ACCESS AND SECURITY

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

- Section 1. The SECC board approves Administrative Directive #3 on
Communications Center Access and Security.
- Section 2. This resolution shall take effect immediately.



Administrative Directive #3

Effective Date: 05-21-15

**Rescinds: Police SOP
Communications Center Access &
Security**

Communications Center Access and Security

Purpose:

The purpose of this Administrative Directive is to outline Scott Emergency Communications Center's (SECC) Building Access Control Policy. The Policy is envisioned to include SECC employees, employees of Scott County needing routine access to our facility, public and private vendors doing business with SECC as well as those who might visit the center.

Background:

Following the terrorist attacks of 9/11 there was and continues to be heightened awareness and concerns for the security of mission critical buildings which includes 9-1-1 centers. Due to the critical role SECC plays in emergency communications (9-1-1 and Emergency Operations Center) for the entire County it is important to develop strategies and protocols to harden the center by controlling and monitoring access to the building.

This can be a little more challenging given the 24-hour nature of our operation but we have a series of built-in security access and monitoring systems on-site which will help us ensure the safety and security of our staff and facility if used in accordance with this Directive. These devices include proximity reader lock and key access, intercom telephone, receiving and employee entrances, solid (fire code) doors, and video camera views on outside doors and hallways. With these safeguards it is still imperative to ensure all access doors to the building remain locked at all times.

Policy:

Access to Scott Emergency Communications Center is limited to Communications Center Employees and authorized personnel only. The SECC Director has the right to change, approve, deny, or revoke access rights to anyone at any time. An on-duty member of management or the communications shift supervisor has the authority to remove any person from the Communications Center should the need arise or when operational requirements dictate.

SECC and MEDIC Employees:

1. Each SECC and MEDIC employee will be provided with a security ID badge which has varying levels of door access depending upon the employee's status within the organization and the level of authorization needed.
2. ID badges are to be worn at all times while on SECC premise.
3. ID badges are not to be used by anyone other than the employees to which they are issued.
4. Lost or stolen ID badges must be reported to the SECC Director or Administrative Assistant immediately so they can be deactivated and a new ID badge issued for the employee. In the case of a lost ID badge or a damaged (due to negligence) ID badge, the employee will be charged a replacement fee.
5. Upon separation of employment with SECC or MEDIC, the employee's ID badge must be returned to the SECC Director to be deactivated and destroyed.

Scott County Employees:

1. Any Scott County employee with authorized SECC access will be provided a security ID badge which has varying levels of door access depending upon the level of authorization needed.
2. All Scott County employees with authorized access ID badges must check in with a member of the management team, the administrative assistant or the on-duty supervisor, prior to beginning any activities and following completion of the activities before leaving the premise.
3. ID badges must be worn at all times while on the SECC premise.
4. ID badges are not to be used by anyone other than the employees to which they are issued.
5. Lost or stolen ID badges must be reported to Scott County Facilities and Support Services (FSS) immediately so they can be deactivated and a new ID badge issued for the employee.
6. Upon separation of employment with Scott County, the employee's ID badge must be returned to their Department Director to be deactivated and destroyed.

Vendors and Other Authorized Users:

1. A limited number of vendors or authorized users will be provided a security ID badge which will have varying levels of door access depending upon the level of authorization needed.
2. These ID badges will only have access to internal doors within SECC's building once the vendor or authorized user has been granted access into the building by an authorized SECC Employee.
3. All vendors or authorized users with access ID badges must check in at the front desk with SECC's Administrative Assistant during normal working hours (8:00 am – 4:00 pm) or the on-duty supervisor during off duty hours (4:00 pm – 8:00 am) prior to beginning any activities and following completion of the activities before leaving the premise.
4. ID badges must be worn at all times while on the SECC premise.
5. ID badges are not to be used by anyone other than the vendors or authorized users to which they are issued.
6. Lost or stolen ID badges must be reported to the SECC Director immediately so they can be deactivated and a new ID badge issued for the vendor or user.
7. Upon separation with the vendor's or authorized user's organization, the ID badge must be returned to the SECC Director to be deactivated and destroyed.

Visitors:

1. All visitors will check in with the Administrative Assistant at the front desk.
2. The visitor will be provided a visitor's access ID badge which they will sign out while in use.
3. Visitors must be accompanied by SECC, MEDIC, or Scott County personnel at all times while in the building.
4. Upon completion of the visit; visitor access ID badges will be collected and returned to the Administrative Assistant.

Adopted this _____ day of _____, 2014

SECC Board President: _____

ATTESTED: _____