



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD  
EOC Scott Emergency Communications Center  
1100 E 46<sup>th</sup> St., Davenport, Iowa  
APRIL 20, 2017 at 3:30 p.m.

### **MEETING AGENDA**

1. Roll Call: Earnhardt, Frieden, Gallagher, Klipsch, and O'Boyle.  
Ex officio members: Frederiksen, Ploehn, Sharma, and Spiegel
2. Pledge of Allegiance
3. Approval of Minutes
4. Employee Recognition
5. Leadership Recertification Recognition
6. Deputy Director Recognition
7. Director's Report
8. Priority Dispatch Determinants Update
9. Discussion regarding Elert and Associates Radio Project Proposal
10. Discussion regarding Eastern Iowa Community College's Request
11. Official Approval of Emergency Generator Circuit Breaker Repair
12. Next meeting date – May 18, 2017 at 3:30 p.m.
13. 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, MARCH 16, 2017, 3:30 P.M.

Board Members present: Carol Earnhardt, Rob Frieden, Frank Klipsch, and Marty O'Boyle.

Ex Officio members present: Linda Frederiksen and Corri Spiegel.

Staff present: Mike Becker, Stacey Bollinger, Annie Nugent, Denise Pavlik, and Tom Tillberg.

Moved by O'Boyle, seconded by Frieden approval of the Minutes of the February 16, 2017 SECC meeting. All ayes.

Moved by Klipsch, seconded by Frieden the approval of the Proclamation stating the week of April 9<sup>th</sup>, 2017 as National Public Safety Telecommunicators Week. All ayes.

The next meeting is scheduled for Thursday, April 20, 2017, at 3:30 p.m.

Moved by Klipsch, seconded by O'Boyle adjournment of the meeting at 3:54 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

## Human Resources Department

600 West Fourth Street  
Davenport, Iowa 52801-1030

Office: (563) 326-8767  
Fax: (563) 328-3285  
www.scottcountyia.com



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**Date:** March 14, 2017

**To:** Denise Pavlik, SECC Director

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

**Subject:** Leadership Summit Recertification

SECC is committed to developing its current and future leaders. SECC supervisors have participated in Scott County's Leadership Summit program in the past. 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.

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

- Continuing Leadership 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 County's Leadership Summit Recertification requirements:

Michelle Conklin

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

APRIL 20, 2017

A RESOLUTION APPROVING THE EMERGENCY GENERATOR CIRCUIT BREAKER REPAIR BY TRI-CITY ELECTRIC IN THE AMOUNT OF \$14,500.00.

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

- Section 1. That the circuit breaker for the generator including a 1-year warranty in the amount of \$14,500.00 is hereby approved and awarded.
- Section 2. That the above listed repair shall be billed and paid for in one payment of \$14,500.00 to Tri-City Electric.
- Section 3. This resolution shall take effect immediately.

# Facility & Support Services

600 West Fourth Street

Davenport, Iowa 52801

(563) 326-8738 (Voice)

(563) 328-3245 Fax



**~ Our Promise: Professional People, Solving Problems, High Performance**

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March 27, 2017

To: Denise Pavlik, Director  
Scott Emergency Communications Center

FROM: Chris Still, Maintenance Coordinator  
Scott County Facility & Support Services

RE: Generator Repair

On March 21, 2017 while performing weekly preventive maintenance to the emergency generators at SECC, FSS staff became aware of a critical alarm associated with one of the generators on site. The alarm generated was the result of a circuit breaker associated with the start sequence "failing to close" upon its weekly exercise. FSS called for emergency service to the generator immediately.

3E and Tri-City arrived onsite and determined that the circuit breaker associated with one of the generators had failed to engage upon startup. Due to the critical purpose of SECC and this equipment, FSS requested expedited service estimates.

When a power failure occurs, the emergency system at SECC uses both generators, balancing building load equally between them. If there is a failure with one of the generators, the system is designed with redundancy to allow the entire building load to be transferred to the remaining generator. While on site, 3E confirmed that, as designed, the remaining generator is sized appropriately to support the building.

This equipment failure reduced the emergency generator capability to one useful generator in event of a utility power outage. The risk to SECC is that if a utility power outage were to occur and if the remaining generator were to fail to engage, power to the facility would be lost until utility power was restored by the power provider. This type of situation would require the backup center, located at the Scott County Courthouse to become operational.

Based on this scenario, and in working with SECC, FSS worked to obtain bids for emergency service repairs to the circuit breaker at SECC.

Both Tri-City Electric and Davenport Electric Contracting Co provided quotes for service repair work.

Tri-City's quote for service repair was \$14,500.00. This estimate provides a rebuild of the existing faulty breaker and a 1 year warranty. The breaker will be ready for install the week of the March 27<sup>th</sup>.

Davenport Electric's quote for service repair work was \$17,745.00. This estimate provides for a brand new breaker with a 3 year warranty and includes lead time of 9-10 weeks for arrival.

In working through this situation with you, it was decided to proceed with the Tri City quote.

If you have any additional questions, please let me know. If you need me to be on hand for your next Board meeting I can make myself available as well.

**From:** Junion, Fran  
**To:** [Still, Chris](#)  
**Cc:** [Pavlik, Denise](#); [Speidel, Tammy](#)  
**Subject:** RE: Circuit Breaker Repairs  
**Date:** Friday, March 24, 2017 8:28:39 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Hi Chris,

Per our conversation today the breaker reconditioning/replacement is firm priced at \$10,500.00.

The frt charges are estimated at \$1,500.00 round trip shipping today, arriving Monday by noon, shipping back to me by noon on Wednesday, and getting to you by 3 PM, I need to inspect and test it.

My services are estimated at \$2,000.00 to \$2,500.00, plus taxes if applicable. We are moving forward and will wait for your PO # by the end of the day, thanks.

Sincerely,



**Francis Junion**  
**General Manager**  
**Power Testing Solutions**  
6225 N. Brady Street  
Davenport, IA 52806  
563.322.7181 Phone  
563.823.1606 Direct Line  
563.322.1643 Fax  
563.529.2441 Cell  
[www.tricityelectric.com](http://www.tricityelectric.com)



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**From:** Junion, Fran

**Sent:** Thursday, March 23, 2017 4:28 PM  
**To:** 'Still, Chris'  
**Cc:** Pavlik, Denise; Speidel, Tammy; Walter, Mike  
**Subject:** RE: Circuit Breaker Repairs

Warranty is one year. And the shipping would be about \$3,000.00 each way on a dedicated truck. I will check frt tomorrow with Mike on next day air, meaning it would ship tomorrow and be there on Monday, and Don would recondition and ship it back on Tuesday, having it here on Wednesday by noon. Thanks.

Sincerely,



**Francis Junion**  
**General Manager**  
**Power Testing Solutions**  
6225 N. Brady Street  
Davenport, IA 52806  
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**From:** Still, Chris [<mailto:Chris.Still@scottcountyjowa.com>]  
**Sent:** Thursday, March 23, 2017 4:19 PM  
**To:** Junion, Fran  
**Cc:** Pavlik, Denise; Speidel, Tammy  
**Subject:** RE: Circuit Breaker Repairs

Fran,

2 questions...

How long from order to job complete if we include the \$3000.00 to contract with a direct shipping co. If this expedites the job then we're interested to include that. Please let me know.

Also what sort of warranty will the breaker have once serviced? Please let me know. I'd like to get this sorted out before the weekend.

#Nam



**davenport electric**  
contract company

PROPOSAL SUBMITTED TO Scott County Facility and Support Services			PHONE (563) 275-0140	DATE 23-Mar-17
STREET 600 W. 4th St.			JOB NAME Replace Generator Circuit Breaker	
CITY Davenport	STATE IA	ZIP CODE 52801	JOB LOCATION Scott County 911 Call Center	
ATTENTION Chris Still	Email Address chris.still@scottcountyiowa.com	EST # 17-7993	FAX NUMBER	

We hereby submit specifications and estimates for:

- 1) Provide, install and program 1 - Eaton MDS6163WEA101JNMNN4YNNNAX circuit breaker.
- 2) Breaker has a 9-10 week lead time, is non-returnable and non-cancellable.
- 3) All work to be completed during normal working hours of 7:00A.M-3:30P.M. Monday-Friday.
- 4) No taxes are included.

We Propose hereby to furnish material and labor--complete in accordance with above specifications, for the sum of.

Seventeen Thousand Seven Hundred Forty-Five & 00/100----- dollars \$17,745.00

Payment to be made as follows. Net 30 days

All material is guaranteed to be as specified, all work to be completed in a workmanlike manner according to standard practices. Any alteration of deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. SERVICE or FINANCE CHARGES are applicable on past due accounts at the rate of 1-1/2% per month on amounts 30 days past due, which is equal to an ANNUAL PERCENTAGE RATE OF 18%. Such charges are shown as "SERVICE CHARGE". There is no SERVICE CHARGE if accounts are paid within 30 days of the end of the month in which purchases are made.

Authorized Signature Darrin Plett, Est.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_