



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
AUGUST 31, 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. Director's Report
5. New Dispatch Personnel and Cross-Training Status
6. ECAD Implementation and Fire RMS Update
7. Radio Project Update
8. Priority Dispatch w/Determinants Update
9. Discussion on Copier Replacement
10. Approval of Consolidation of Bettendorf and Scott County Fire Bands
11. Approval of Merit Increase for Director
12. Next meeting date – September 21, 2017 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, JULY 20, 2017, 3:30 P.M.

Board Members present: Rob Frieden, Bob Gallagher Jr., Carol Earnhardt, and Marty O'Boyle.

Ex Officio members present: Linda Frederiksen, Decker Ploehn, and Mahesh Sharma.

Staff present: Brook Bates, Mike Becker, Stacey Bollinger, Annie Nugent, Denise Pavlik, Tracey Sanders, and Kathy Schwarz.

Moved by O'Boyle, seconded by Frieden approval of the Minutes of the May 18, 2017 SECC meeting. All ayes.

Moved by Gallagher the approval of Phase 1 of Elert and Associates RFP radio project proposal in the amount of \$39,500.00, not to exceed \$39,500.00, with Rock Island County Emergency Telephone Service Board (ETSB) reimbursing for half, seconded by O'Boyle. All ayes.

Moved by O'Boyle the approval of CenturyLink Phone SIP upgrade proposal in the amount of \$87,767.73 seconded by Frieden. All ayes.

The next meeting is scheduled for Thursday, August 17, 2017, at 3:30 p.m.

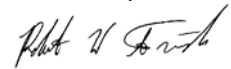
Moved by O'Boyle, seconded by Gallagher adjournment of the meeting at 4:00 p.m. All ayes.

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

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

August 31, 2017

A RESOLUTION APPROVING THE CONSOLIDATION OF THE SCOTT COUNTY AND BETTENDORF FIRE FREQUENCIES INTO ONE FREQUENCY IN THE AMOUNT OF \$18,809.00.

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

- Section 1. That the consolidation of the Scott County and Bettendorf Fire Frequencies be consolidated into one frequency in the amount of \$18,809.00 is hereby approved and awarded.
- Section 2. That the above listed consolidation work shall be completed by RACOM and SECC shall be billed and pay the for consolidation in one payment of \$18,809.00.
- Section 3. This resolution shall take effect immediately.



To: Carol Earnhardt SECC Board Chairman and SECC Board Members
From: Director Denise Pavlik, ENP
Date: August 24, 2017
Subject: Executive Summary – Consolidation of Bettendorf and Scott County Fire Frequencies

With the coming of Priority Dispatch with Determinants for all EMS within Scott County, we have been discussing the concentrated efforts of the communications committee on the call intake process.

As the results of these efforts, the committee developed an operational plan for the call intake process which included a recommended new configuration of the dispatch floor where the SECC and MEDIC dispatchers would be seated adjacent to each other to better facilitate the call intake process as well as better manage the call once dispatched. This allows efficiencies that we do not have with our current arrangement and permits real-time critical information to move seamlessly between SECC and MEDIC Dispatchers.

This new configuration was tested with equipment being set up in the EOC and it was determined, the process worked well and allows for more effective communication between the fire dispatchers and the MEDIC dispatcher and call-taker. While setting up this test environment was relatively easy, realistically this is much more challenging on the dispatch floor.

Included with this new configuration, is the need to consolidate the Bettendorf and Scott County Fire Frequencies into one frequency. This will allow for one dedicated fire dispatcher for those agencies but also allow the Davenport Fire Dispatcher to sit in the same pod along with the MEDIC Call-Taker as outlined in our new configuration.

Both Bettendorf Fire and all the County Fire Departments have discussed this option and have agreed this consolidation will be beneficial not only for the dispatch staff but also for their staff as they will now have a dedicated fire dispatcher.

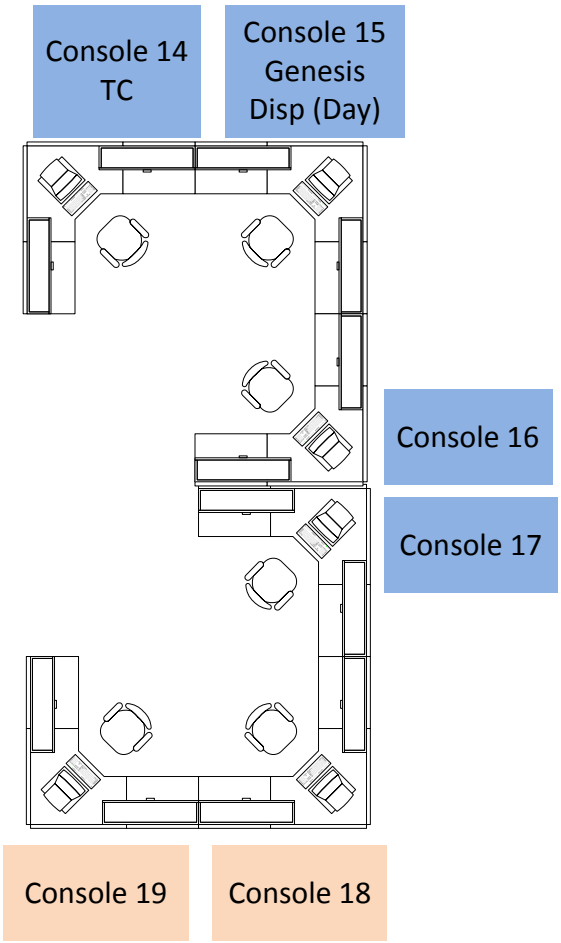
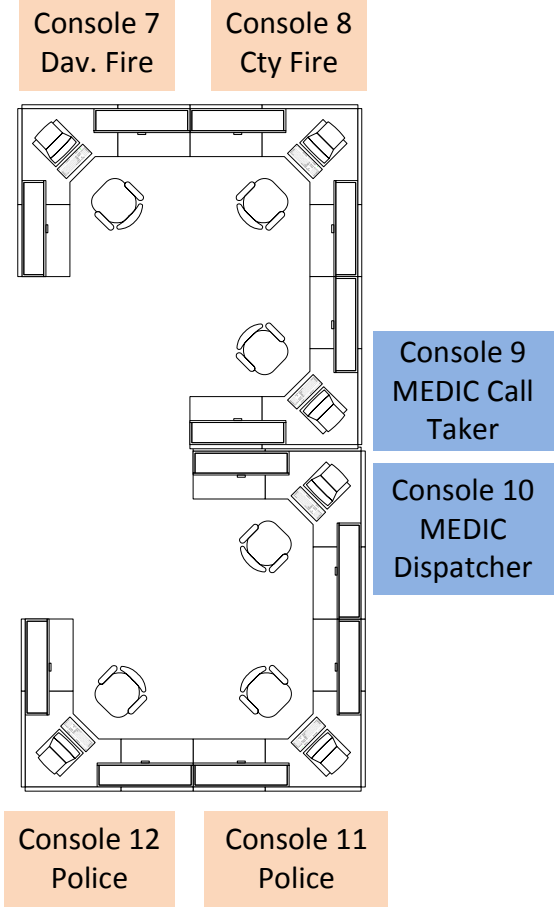
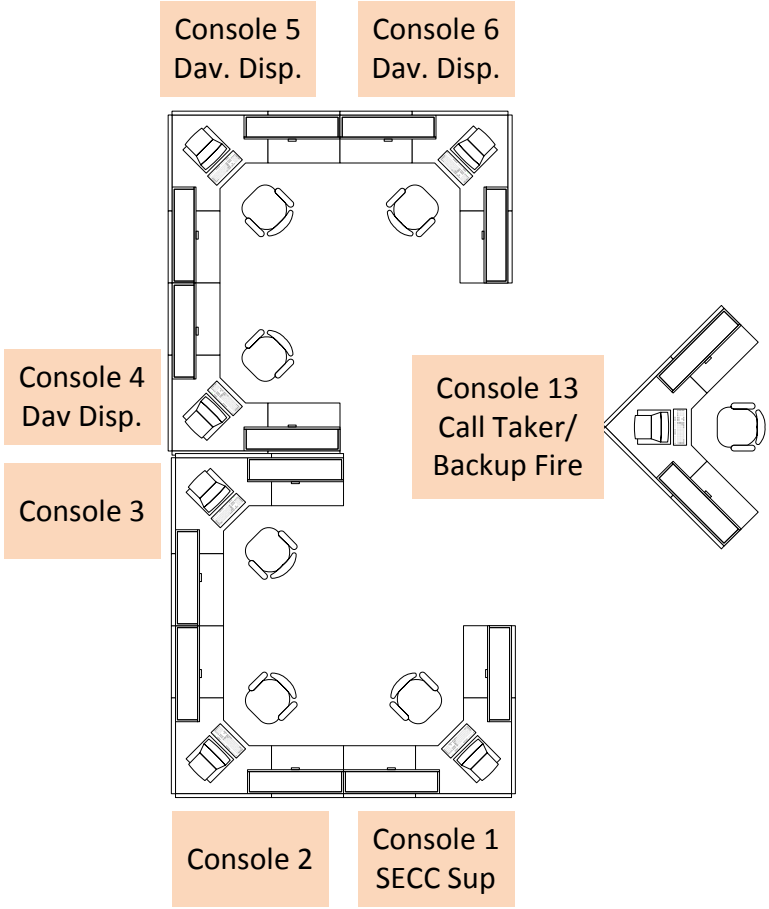
Given these proposed changes, I contacted RACOM to determine what it would take to combine the fire frequencies. While most of what is needed are licensing and reprogramming changes, there are some basic equipment needs and changes that also need to be made. In anticipation of the potential changes, I specifically budgeted capital funds for this purpose which are in our current FY 17-18 Budget.

Since the determination was made these changes will work and should be implemented, I obtained a quote for the equipment needs and reprogramming work from RACOM. This quote, which is attached, falls well under the funds that were budgeted for this project and it is my recommendation to the Board, we move forward with this next step in the process.

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

SECC

MED-COM



Dispatch Consolidate SCF & BFD 800MHz and VHF



To Do

- License application changing BFD VHF repeater and SECC control to SCF VHF Frequencies
- Order Equipment needed at SECC
- Install VHF Control & Voter Equipment at SECC (will not affect operations) Hold until FCC license for BFD equipment is granted.
- Phase 1 VHF: Set a day to convert Bettendorf Repeater, BFD Pagers, BFD Station Alerting, BFD VHF radios to the SCF VHF Frequencies plus reprogram SECC consoles to page BFD on SCF VHF Frequency (Team effort SECC & RACOM single day, BFD uses 800 radios to hear any alerts during transition. At days end all BFD VHF equipment operates on the SFC VHF Frequency)
- Disconnect BFD 800MHz to VHF linker (no longer needed using voter at SECC)
- Phase 2 800MHz: Set a day to convert dispatch to Alerting BFD on the SCF MAIN talk group (simple console reprogramming) During that same day have RACOM team re-program all BFD 800MHz stations, mobiles and portables to remove BFD MAIN and substitute in SCF Main. Alerting during the programming would be over SCF Main talk group, VHF Pagers, and VHF fire station alerting.
- Educate other agencies that BFD Main has been abandoned and that they should communicate with BFD on SCF Main or MABAS 800 talk groups for the Illinois side.
- Remove the BFD MAIN talk group from SECC and other Scott CO agencies during the 2017 Preventive Maintenance (PM) schedule.
- Phase 3 DFD UHF backup alerting to SFC VHF: Reprogram SECC consoles to backup alert DFD on SCF VHF frequency. Same day change out Davenport Fire Station UHF backup Alert Pagers to VHF and test.
- Moving DFD backup alerting to VHF accomplishes two critical things
 - 1) Avoids conflicts between Davenports Outdoor Warning System and back up alerting now, both are on the same UHF frequency.
 - 2) Allows SECC to do weekly tests of the backup alerting system as NFPA specifies.
- Remove existing BFD VHF control station equipment from SECC
- Remove existing DFD UHF control station equipment from SECC

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

August 31, 2017

APPROVING THE MERIT INCREASE FOR DENISE PAVLIK, SCOTT EMERGENCY
COMMUNICATION CENTER DIRECTOR

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

Section 1. That following the annual performance review of Denise Pavlik, Director for the Scott Emergency Communication Center a two percent (2%) general wage increase is hereby approved.

Section 2. This resolution shall take effect May 5, 2017.