



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
APRIL 18, 2019 at 3:30 p.m.

MEETING AGENDA

1. Roll Call:
2. Pledge of Allegiance
3. Approval of Minutes
4. Employee Recognition
5. Approval of Proposed FY 2019 Budget Amendment
6. Approval of an Agreement for Real Estate Services
7. Onboarding / Training Update
8. ECAD Upgrade Update
9. Viper 911 Upgrade Update
10. Director's Report
11. Next Meeting Date
12. Adjourn

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



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, MARCH 21, 2019, 3:30 P.M.

Board Members present: Rob Frieden, Frank Klipsch, Tony Knobbe, and Marty O'Boyle.

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

Staff present: Brook Bates, Mike Becker, Stacey Bollinger, Dave Donovan, Todd Malone, Annie Nugent, and Tracey Sanders.

Moved by Klipsch, seconded by Frieden approval of the Minutes of the February 21, 2019 SECC meeting. All ayes.

Moved by Klipsch, seconded by Frieden approval of David Donovan as Director of SECC/EMA. All ayes.

Moved by Klipsch seconded by O'Boyle the approval of the Proclamation stating the week of April 14th, 2018 as National Public Safety Telecommunicators Week. All ayes.

Moved by O'Boyle, seconded by Klipsch approval of a 2 year tentative agreement with the Iowa Public Safety Dispatchers Union. All ayes.

The next meeting is scheduled for Thursday, April 18, 2019, at 3:30 p.m.

Moved by Klipsch, seconded by O'Boyle adjournment of the meeting at 4:07 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', is written over a horizontal line.

Rob Frieden
Secretary/Treasurer

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

April 18, 2019

A RESOLUTION APPROVING THE PROPOSED BUDGET AMENDMENT FOR THE
SECC FISCAL YEAR 2018-19 BUDGET

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

- Section 1. That the budget amendment as proposed by the SECC/EMA Director is hereby approved and forwarded to the Scott County Emergency Management Agency for public hearing and approval.
- Section23. This resolution shall take effect immediately.



To: Tony Knobbe SECC Board Chairman and SECC Board Members
From: Dave Donovan, SECC/EMA Director
Date: April 9, 2019
Subject: Proposed FY 2019 Budget Amendment

Attached is my recommended budget amendment for fiscal year 2019. This amendment includes revisions to the current budget and will afford us the spending authority necessary for anticipated activity for the remainder of the fiscal year. As you know, this amendment requires approval by the SECC Board. Once approved this amendment will be forwarded to the Scott County Emergency Management Agency for a public hearing and final approval.

Significant proposed changes include:

Revenues

- 1) Additional transferred revenues from the sale of bonds for the radio infrastructure project. This transfer is necessary to fund the first payments for the project that we expect near the end of the current fiscal year.
- 2) Additional reimbursements for training classes host at SECC throughout the year.
- 3) Additional funding from the State of Iowa E911 program.
- 4) Reimbursement from the Rock Island County Emergency Telephone Service Board for their share of consultant fees related to the radio project.

Expenses

- 1) Adjustments to salary accounts – a shift from regular the salary account to the overtime account due to on-going staff shortages.
- 2) Creation of a new account and an expense for the initial payment for the radio infrastructure project.
- 3) Additional spending authority for utilities.

I recommend approval of the proposed budget amendment as outlined above and in the attached spreadsheet.

Cc: David Farmer, Scott County Budget and Administrative Services Director

Scott Emergency Communications Center - Proposed FY 2019 Budget Amendment

Account Description	SECC Actual 2018	SECC Budget 2019	SECC Actual YTD 2019	%	SECC Amended 2019
REVENUE					
State of Iowa E911 Program	15,000.00	0.00	10,000.00		10,000.00
Governor's Traffic Safety Bureau	1,329.96	2,000.00	973.84	49%	1,000.00
Federal (FEMA) EMPG	0.00	0.00	0.00		0.00
Federal (FEMA) HMEP-T	0.00	0.00	0.00		0.00
Federal (FEMA) HMEP-P	0.00	0.00	0.00		0.00
Federal (FEMA) HMEP-E	0.00	0.00	0.00		0.00
Federal (FEMA) Hazard Mitigation	0.00	0.00	0.00		0.00
Build America Bond IRS Interest Subsidy	0.00	0.00	0.00		0.00
Reimbursements from Scott County	7,600,000.00	8,100,000.00	6,750,000.00	83%	8,100,000.00
Use of Bond Proceeds - transfer from Scott County	0.00	0.00	0.00		3,000,000.00
Professional Services to Others	0.00	0.00	0.00		0.00
Interest	25,947.39	0.00	-4,836.39		0.00
Building Rents	7,000.00	0.00	15,750.00		15,750.00
Refunds & Reimbursement Default	27,835.48	250.00	25,716.60	10287%	26,000.00
Refunds and Reimbursements Stop Loss	249.38	0.00	0.00		0.00
Refunds and Reimbursements - Exelon	0.00	0.00	0.00		0.00
Refunds and Reimbursements - DAEC	0.00	0.00	0.00		0.00
Employee Jury Duty	70.80	0.00	81.15		0.00
Total	7,677,433.01	8,102,250.00	6,797,685.20	84%	11,152,750.00

chk total

EXPENSES					
Salaries Regular	2,773,104.15	3,032,997.07	2,059,774.98	68%	2,932,997.07
Salaries Overtime Default	291,383.32	270,000.00	286,859.33	106%	370,000.00
Shift Differential	31,675.75	37,376.00	22,145.61	59%	37,376.00
Bonus Pay	2,000.00	6,000.00	1,000.00	17%	6,000.00
Health/Medical Benefits	704,930.66	769,000.00	547,202.21	71%	769,000.00
Social Security (FICA)	227,998.03	255,517.38	173,718.50	68%	255,517.38
Retirement (IPERS)	274,272.13	315,331.27	221,279.14	70%	315,331.27
Deferred Compensation Allowance	15,633.50	16,000.00	15,855.25	99%	16,000.00
Meal Reimbursement (IRS)	195.00	350.00	190.00	54%	350.00
Buildings SECC	6,220.00	0.00	4,452.24		0.00
Moving Expense Benefit	0.00	0.00	0.00		0.00
Tech & Equip Office Furn	0.00	0.00	0.00		0.00
Tech & Equip Other Equipment	82,830.23	448,500.00	81,033.31	18%	448,500.00
Tech & Equip Radio Project - Infrastructure	0.00	0.00	0.00		1,500,000.00
Other Improv / Space Util	0.00	0.00	0.00		0.00
Travel	21,464.71	15,000.00	12,683.78	85%	15,000.00
Schools of Instruction General	23,942.65	35,000.00	29,646.60	85%	50,000.00
Employee Development General	907.05	3,000.00	832.06	28%	3,000.00

Scott Emergency Communications Center - Proposed FY 2019 Budget Amendment

Account Description	SECC Actual 2018	SECC Budget 2019	SECC Actual YTD 2019	%	SECC Amended 2019
Employee Development Employee Recognition	1,134.49	1,000.00	441.25	44%	1,000.00
Public Notices	867.70	750.00	513.54	68%	750.00
Memberships	2,612.00	2,660.00	2,562.00	96%	2,660.00
Maintenance Vehicles	0.00		0.00		0.00
Maintenance Buildings	23.00	15,000.00	32,318.00	215%	15,000.00
Maintenance Equipment	273,428.12	230,000.00	136,053.31	59%	230,000.00
Maintenance Computer Software	538,244.47	650,000.00	487,941.34	75%	650,000.00
Data Processing Hardware	0.00		0.00		0.00
Postage & Shipping	207.34	350.00	117.40	34%	350.00
Telephone Cellular	4,110.58	6,000.00	2,386.27	40%	6,000.00
Telephone Other	56,624.06	69,000.00	37,966.65	55%	69,000.00
Utilities Electric	80,697.94	75,200.00	62,825.58	84%	82,000.00
Utilities Water	2,234.12	2,500.00	1,580.52	63%	2,500.00
Utilities Water Miscellaneous	743.30	750.00	554.35	74%	750.00
Utilities Sewer	831.46	770.00	827.86	108%	770.00
Utilities Sewer Miscellaneous	0.00	0.00	97.08		
Commercial Services	178,820.23	280,000.00	93,777.58	33%	280,000.00
Professional Services	282,695.04	303,000.00	0.00	0%	303,000.00
Contingency	0.00	0.00	0.00		0.00
Contingency - Response Expense	0.00	0.00	0.00		
Recruitment	0.00	1,000.00	0.00	0%	1,000.00
Insurance Premiums Default	0.00	0.00	0.00		0.00
Insurance Premiums Workers Compensation	11,823.00	18,000.00	0.00	0%	18,000.00
Insurance Premiums Property Liability	0.00	40,000.00	28,955.00	72%	30,000.00
Insurance Premiums Professional Liability	52,486.00	15,000.00	22,631.00	151%	25,000.00
Unemployment Compensation	603.98	7,000.00	0.00	0%	7,000.00
800 MHz Access Fees	543,714.00	560,000.00	370,126.72	66%	560,000.00
800 MHz Maintenance Costs	152,430.90	169,000.00	113,878.93	67%	169,000.00
Other Expense	0.00	200.00		0%	200.00
Supplies General	33,306.55	32,000.00	14,265.03	45%	32,000.00
Supplies Office Printing	214.75	750.00	0.00	0%	750.00
Supplies Clothing	0.00	0.00	0.00		0.00
Periodicals and Subscriptions	0.00	0.00	0.00		0.00
Vehicle Supplies Fuels & Lubricants	0.00	1,500.00	0.00	0%	1,500.00
Vehicle Supplies Parts	0.00	0.00	0.00		0.00
Principal on Indebtedness	455,000.00	510,000.00	0.00	0%	510,000.00
Interest on Indebtedness	224,913.89	179,200.00	89,600.00	50%	179,200.00
Davenport Temp Dispatch Repayment		0.00	0.00		0.00
Total EXPENSE	7,354,324.10	8,374,701.72	4,956,092.42	59%	9,896,501.72

Chk Total

4,956,092.42

Scott Emergency Communications Center - Proposed FY 2019 Budget Amendment

Account Description	SECC Actual 2018	SECC Budget 2019	SECC Actual YTD 2019	%	SECC Amended 2019
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FUND BALANCE					
REV Total		8,102,250.00	6,797,685.20		11,152,750.00
EXP Total		8,374,701.72	4,956,092.42		9,896,501.72
+/-		-272,451.72	1,841,592.78		1,256,248.28
Beginning Fund Balance		1,715,876.17	0.00		1,715,876.17
Ending Fund Balance		1,443,424.45	1,841,592.78		2,972,124.45
Total Fund expenditures		272,451.72	-1,841,592.78		-1,256,248.28
Fund Balance as a percentage of expenditures		17%	37%		30%

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

April 18, 2019

A RESOLUTION APPROVING AN AGREEMENT WITH QCIOWA REALTY TO
PROVIDE REAL ESTATE SERVICES FOR THE RADIO SYSTEM PROJECT

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

- Section 1. That the proposal from QCIowa Realty to provide real estate services to the SECC Board for the upcoming Radio Infrastructure Project is hereby approved.
- Section 2. That the Director is authorized to sign a contract on behalf of the SECC Board, subject to legal review.
- 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

April 8, 2019

TO: Dave Donovan
SECC/ EMA Director

FROM: Tammy Speidel, FMP
Director, FSS

RE: Commercial Real Estate Services

Dave,

As you know, FSS recently went out for bid for Commercial Real Estate Services as part of the SECC radio project.

The request was posted on the Scott County Website, sent out via Public Purchase and e-mailed directly to six local real estate firms.

This request closed last week, we received only one response.

QCIOWA Realty proposed the following fee structure for unlisted property where we are the purchaser or tenant:

Sale Price	Commission
\$1.00 - \$99,999	5.0 % of the sale price
\$100,000 - \$249,999	4.5 % of the sale price
\$250,000 - \$499,999	4.0 % of the sale price
\$500,000 - \$1,000,000	3.5 % of the sale price
\$1,000,001 and up	3.0 % of the sale price

They also provided a fee schedule for sale of property, which does not apply in this case as well as an hourly consulting rate of \$200.00 per hour for both Ted Rebitzer & Andy Doyle.

They list past governmental clients which include the following:

- City of Moline- Seller Representation
- City of Rock Island- Buyer Representation for purchase of unlisted properties
- City of Bettendorf- Buyer Representation for purchase of unlisted properties
- Davenport Community Schools- Buyer Representation
- GSA Immigrations & Customs Enforcement – Tenant Representation for lease of space
- United States Postal Service- Landlord Representation for various Leases
- City of LeClaire- Seller Representation
- Social Security Administration – Buyer Representation for leased facility
- Iowa Department of Transportation- Buyer Representation for purchase of unlisted properties
- Scott County- Buyer Representation of listed property

Scott County has worked with QClowa Realty in the past, most recently with the acquisition of property for the Sheriff Patrol Headquarters location. They have been tremendously responsive and I would recommend approving their firm for property acquisition for the Radio Project.

Please place this item on the next SECC Board Agenda for approval.

CC: Tracey Sanders, Deputy SECC Director
David Farmer, Budget and Administrative Services Director