



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
February 25, 2021 at 3:30 p.m.

Join Zoom Meeting
<https://us02web.zoom.us/j/88108092091>
Meeting ID: 881 0809 2091
Dial in: 312 626 6799 US (Chicago)

MEETING AGENDA

1. Roll Call: Frieden, O'Boyle, Beck, Gallagher, Matson
2. Pledge of Allegiance
3. Approval of Minutes from the January 21, 2021 SECC Board meeting
4. Approval of a Policy Section 4 – Employee Benefits
5. Approval of application for revised membership with the Iowa State Interoperable Communication System
6. Approval of an application for membership and connectivity with the Shared Area Radio Agreement network
7. Radio System Update
8. Administrative Team Report
9. Next Meeting Date – March 25, 2021
10. Adjourn

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



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, January 21, 2021, 3:30 P.M.

Board Members present: Via Zoom Ken Beck, Marty O'Boyle, Bob Gallagher Jr., Rob Frieden, & Mike Matson

Ex Officio members present: Via Zoom: Decker Ploehn, Linda Frederiksen, Mahesh Sharma, & Corri Spiegel.

SECC Staff present: Via Zoom Dave Donovan, Stacey Bollinger, Tracey Sanders, Michelle Conklin, Courtney Pershall, Todd Malone, and Jason Cook

Others: Via Zoom: David Farmer.

Meeting called to order by Vice-Chair O'Boyle at 3:30 p.m.

Roll Call was completed.

Moved by Matson seconded by Gallagher, approval of the Minutes of the December 17, 2020, SECC Board meeting. All ayes.

Election of Officers: O'Boyle moved, seconded by Gallagher to move Ken Beck as Chair, Mike Matson as Vice-Chair, and Rob Frieden as Secretary/Treasurer. Motion to approve by Matson and seconded by Gallagher. All Ayes.

Discussion was had by the Board members of future meeting dates. Meetings will be held the fourth Thursday of every month with the meeting time at 3:30 p.m.

Short discussion and presentation of the SECC Team Admin report was given.

The next meeting is scheduled for Thursday, February 25, 2021, at 3:30 p.m.

Moved by Gallagher, seconded by Matson for adjournment of the meeting at 3:53 p.m. All ayes.

These minutes are subject to approval at the next regularly scheduled meeting.

Respectfully submitted by,



Jason W. Cook
SECC Administrative Assistant

Attested by,



Rob Frieden
Secretary/Treasurer

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

FEBRUARY 25, 2021

A RESOLUTION APPROVING REVISIONS TO POLICY SECTION 4 OF THE SECC
WORK RULES – EMPLOYEE BENEFITS

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

- Section 1. That the revised Policy Section 4 of the SECC Employee Work Rules – Employee Benefits is hereby approved.
- Section 2. This resolution shall take effect immediately.



To: Ken Beck, SECC Board Chair
From: Tracey Sanders, SECC Deputy Director
Date: February 19, 2021
Subject: Revised Administrative Policy Section 4 – Employee Benefits

Attached is a proposed revision to our current Policy Section 4 regarding employee benefits. This revision updates the policy section to better align with County policy changes over the past several years. One area of the policy that should be noted relates to the accrual of compensatory time for our non-represented employees (shift supervisors). This policy is proposed as a result of a change to County Policy that was made in 2019. As you know, we typically follow county general and human resource policies for most applications. Occasionally, there is a need to adopt a separate policy to address a unique situation or a desire to deviate from the adopted county policy. Such is the case in this instance.

This policy is proposed to allow our non-represented, overtime eligible employees to retain higher banks of compensatory time. The County recently changed their limits and we do not wish to make that change and propose to keep our limits where they were previously.

The change the County made is equivalent to what our bargaining dispatchers are allowed to accrue and keep in their bank. Our supervisors have an extreme amount of responsibility placed on them while they are working, and we feel they are deserving of a small reward when we are able to provide that to them. They are not able to earn as much overtime as the dispatchers are, as there are only six (6) of them, and only one is required to be working at a time. Since we changed their schedule years ago to 10 hour scheduled days, the overtime needed for supervisors has decreased tremendously.

There were a few other minor changes made to this policy, aside from creating it as a separate policy. We are re-working our Employee Handbook and want to have separate sections to allow us to modify portions as needed in the future and not need to bring the entire handbook to the board for re-approval and only bring the section (as this) that has been altered.

This policy previously mirrored the county HR policy, and I corrected ours to match that. Changes were to the Healthy Lifestyles (Wellness) section, Benefits section (I replaced salary step and removed Hay Points language), travel pay amounts, employee assistance program and revised job titles.



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC)

Effective Date: 08/25/2014
Revised Date: 02/19/2021

Approved by SECC Board Date:

Section 4. Employee Benefits

SECTION 4. EMPLOYEE BENEFITS

4.1 Pay Period

The pay period is defined as two weeks (14 days) in length, beginning on Sunday and ending on Saturday. Pay period coincides with County pay period as schedule by the County Auditor's Office.

All employees are required to submit an accurate timesheet in the Novatime time-keeping application on Sunday following the end of a pay period. Timesheets shall be filled in by the employee in a truthful manner with all of the hours worked and/or vacation days, sick days, holidays, training days, etc., as well as those hours where they performed CTO duties clearly marked and attested to by the employee. Such a submission affirms the accuracy and truthfulness of all information contained on the timesheet. Exempt employees are required to submit their timesheet by Monday following the end of a pay period. Exempt employees are required to obtain the Director's approval on their timesheets. Supervisors are to obtain the Deputy Director/Director's approval on their timesheet. Each employee is responsible for their own timesheet and the accuracy therein. Failure to properly fill in and/or submit their timesheet in a timely manner may result in a delay in the issuance of the employee's paycheck. Employees who submit their timesheet with errors are responsible and may not be paid for any shortcomings their errors caused.

The following pay procedures will be followed:

Full-time Employees: paid every other Friday (coincides with County pay period and payday schedule) an amount equal to 1/26th of the employee's current annual salary (exempt employees) or the currently hourly rate times actual hours worked (hourly employees), both based on a regular (80 hours) pay period. Overtime eligible (see 4.3) employees shall receive additional compensation (see 4.2 and 4.4) for over-time hours worked.

Part-time Employees: paid on the same schedule for hours worked within the previous pay period.

4.2 Compensation for Overtime Worked

Employees shall be eligible for overtime compensation when actual hours worked exceeds forty (40) hours per week.

An employee shall be paid for overtime hours worked at the rate of one and one-half times their regular rate of pay. Overtime shall not be paid more than once for the same hours worked.

4.3 Positions Ineligible for Overtime Compensation

The overtime compensation provision shall not apply to positions in the Managerial classifications and any positions determined exempt within the County salary and compensation schedule. Those managerial positions include: Technology Systems Specialist, Training Specialist, Quality Assurance Specialist, Deputy Director and Director.

4.4 Compensatory Time

Employees who are eligible under this policy for overtime compensation may request compensatory time off from work in lieu of overtime pay. Compensatory time may not be accrued for any work that may be funded or reimbursed by another entity. Final approval of such

requests shall be at the discretion of the appropriate department head or elected office holder.

Approved compensatory time shall be accrued at the rate of one and one-half hours for every overtime hour worked. Insofar as practical, compensatory time off shall be used as soon as possible after it is accrued. An employee's unused accruals shall not exceed sixty hours and shall be reported through the County's central payroll system. All compensatory time accruals as of June 30th each year will be paid on the first paycheck in July at the June 30th hourly rate.

Overtime eligible employees not covered by a collective bargaining agreement may accrue up to two hundred (200) hours of compensatory time at any time in a refillable bank during a fiscal year. All compensatory time accruals as of June 30th each year will be paid on the first paycheck in July at the June 30th hourly rate.

Employees not covered by a collective bargaining agreement may notify the payroll clerk in writing two weeks in advance of the desire to have twenty or more hours of compensatory hours paid out in the following payroll cycle.

4.5 Call-Back Pay

In the event an employee eligible for overtime under this policy is called back to work outside his/her normal work shift, he/she shall be paid a minimum of two hours at his/her regular rate of pay, or at the rate of one and one-half times his/her regular rate of pay for all time actually worked, whichever is greater. Mandatory meetings shall be considered for call-back pay.

4.6 Health Benefit Eligibility

To be eligible for group health and/or life insurance benefits, an employee must occupy a regular full-time position or a regular part-time position scheduled to work at least one thousand, five hundred and sixty (1,560) hours per year. Coverage for employees expected to work full-time is normally effective the first day of the month following appointment to a benefit-eligible position.

SECC, under the County, will use the safe harbor measurements permitted under the Affordable Care Act for variable hour part-time (not anticipated to work thirty (30) or more hours a week) and seasonal employees to determine employee eligibility for group health coverage. The standard measuring period and stability periods are established at twelve (12) months. A review at the conclusion of the initial measuring period will be completed to see if the employee worked one thousand, five hundred and sixty (1,560) hour or more to determine eligibility, and if so, consider the employee full-time and eligible for group health coverage through the stability period (regardless of hours worked). The administrative period for enrollment following the initial measuring period is thirty (30) days. If the employee worked less than one thousand, five hundred and sixty (1,560) hours during the initial measuring period then the employee will not be treated as eligible for group health benefits during the stability period. When calculating hours for non-exempt employees under FLSA, it will include hours worked plus hours where payment was made for vacation/PTO, holiday, sick/medical leave, jury duty, military leave or other paid leave of absence.

4.7 Medical and Dental Insurance Effective Date

Coverage includes: hospital, medical benefits and prescription drug benefits. Additionally, group coverage for dental and vision benefits are provided. A detailed description of benefits, including deductible, premiums and coinsurance requirements, is available through Scott County Human Resources Department.

SECC will pay a portion of the premium cost for benefits included under the group health, dental and vision plans for both individual and elected dependent coverage. The specific amount to be contributed for both individual and dependent coverage options will be established each year by the Scott County Board of Supervisors and become effective January 1st.

4.8 Group Life Benefits

Benefit-eligible employees in positions classified in a salary range below 27 are eligible to receive term life and AD & D insurance coverage equal to \$20,000. Benefit-eligible employees in positions classified in a salary range of 27 or above are eligible to receive term life and AD & D insurance coverage equal to one hundred percent of their annual salary as of July 1st of each year. Department Heads, Elected Officials, and Deputy Office Holders are eligible to receive term life and AD & D insurance coverage equal to two hundred percent of their annual salary as of July 1st of each year.

SECC will pay the monthly premium for the term life and AD & D coverage described above.

4.9 Termination of Group Coverage

Life insurance coverage under the group plan will end on the employee's date of employment termination.

Health, dental and vision coverage under the group plan will normally terminate at the end of the month in which the employee terminates employment with SECC. However, an employee may be eligible to extend coverage under the group plan as required by state or federal law. An employee shall be considered a retiree for purposes of continued insurance coverage until age 65 if one of the following occurs:

1. The employee qualifies for full retirement benefits through IPERS with service from the County, another employer, or purchased service quarters.
2. The employee is age 55 or more and has at least 20 years of service.

Premiums for extended coverage after employment shall be paid by the employee at 102% of the actual cost. Information on the extension of group coverage and/or conversion to an individual medical insurance policy is available through the Scott County Human Resources Department.

The Scott County Human Resources Department is responsible for administering the group health, dental, vision, life, deferred compensation and Section 125 flexible benefit plans and retains full authority to change the plan of benefits described in this policy, to self-insure all or any portion of said benefits, and to select the insurance carrier or claims administrator.

4.10 Long Term Disability

Benefit eligible employees are provided with a long-term disability insurance policy with the premium paid entirely by the SECC. The amount of coverage is sixty-six and two thirds percent (66 2/3%) of the employee's annual salary, following a determination of eligibility and a 90-day waiting period.

4.11 Deferred Compensation Plan

Employees shall have the option of deferring a portion of their compensation for the purpose of building retirement security in a tax-sheltered investment plan in accordance with state and federal law. Payroll deductions can only be made for Deferred Compensation Plan Providers who have completed Deferred Compensation Plan Administrator Agreement and have a minimum of 10 employees requesting enrollment in the plan. All Deferred Compensation Plan Providers must

satisfy the requirements of Section 457 of the Internal Revenue Code and the Administrator Agreement to maintain eligibility as a provider.

For non-represented employees SECC will match their contribution at \$.50 for each dollar the employee contributes during that calendar year, up to a maximum of \$1,000.00. The matching contribution will be paid no later than the second paycheck in January of the following calendar year or upon termination of employment, whichever occurs first. The employee is responsible for monitoring and not exceeding the maximum allowable annual contribution in accordance with Section 457 of the Internal Revenue Code.

Information regarding payroll deduction for deferred compensation and selection of Providers, distribution, change or designation of beneficiaries is available through the Scott County Human Resources Department. Scott County and SECC do not solicit, nor endorse any Deferred Compensation Plan Provider.

4.12 Flexible Benefits Plan (Section 125)

Pursuant to Section 125 of the Internal Revenue Code, SECC offers employees the option of using a portion of their before tax compensation for one or more of the following flexible benefit plans:

1. Premium Only Plan - Provides for the reduction of compensation by the employee contribution for health and life insurance premiums before taxes.
2. Dependent Care Reimbursement Account - Employees fund the flexible spending account by regular payroll deductions prior to tax pursuant to federal law. Dependent care expenses are then reimbursed up to the amount of the annual election. Unused annual elected amounts are forfeited.
3. Health Care Reimbursement Account - Employees determine an annual election amount permitted by federal law, to be put into a flexible spending account for non-covered health-related expenses. The elected amount is deducted from compensation prior to tax and expenses are then reimbursed up to the amount of the employee's annual election.

An employee may roll over up to \$500.00 into the next calendar year pursuant to the IRS regulations and plan design.

Employees electing to participate in one or more of the plans may have expenses for group health premiums, dependent care, or out-of-pocket health care costs deducted from compensation prior to taxes. Detailed information and enrollment forms regarding these flexible benefit plans are available through the Scott County Human Resources Department.

4.13 Health Insurance Bill Audit Program

A participant can receive cash payments by auditing his/her own hospital, medical and/or dental bills. The participant should check each bill for unrecognizable charges such as laboratory tests and procedures that were not received or therapy charges that do not reflect the treatment received. Scott County will share the savings with the participant. The procedures outlined below should be followed.

Before the participant leaves the hospital, physician's or dentist's office, or upon receipt of the itemized bill, the participant should carefully review the charges, looking for errors such as the following:

1. An incorrect number of days were billed for a period of hospital confinement.

2. An incorrect number of days in an intensive care unit were billed.
3. The participant was billed for tests not performed.
4. An incorrect number of hours of physical therapy were billed.
5. The participant was inaccurately billed for drugs.
6. On the day the participant left the hospital, he/she was charged for take-home drugs that were not received.

If the participant questions any charges and believes they are incorrect, he/she should contact the dentist, physician or hospital's billing office. The participant should ask for an explanation of any charges he/she does not understand.

Hospital, medical, and dental bills eligible for this program are those for the employee and his/her covered dependents incurred after January 1, 2011 and covered by the plan. This Plan must pay before coordinating benefits with other group health insurance plans also providing benefits.

As an incentive to carefully review healthcare bills, SECC will pay the participant 25% of the saving of \$100.00 or more to this Plan for overcharges or for charges he/she has eliminated from any hospital, medical or dental bill for treatment, services or supplies not received to a maximum incentive payment of \$250.00 per confinement, illness or injury.

Obvious errors (e.g., \$1,000 for an office visit) will not be eligible for this program.

It will be the participant's responsibility, within 90 days of discharge or treatment to contact the hospital's or provider's billing department to report the error and obtain a corrected billing and to forward the original and corrected billing with corrected items circled to the Human Resources Department. Upon review of the corrected billing, Scott County will notify the participant of the amount of payment for which he/she is eligible.

Employees should note that reimbursements of this nature are considered income for tax purposes.

4.14 Healthy Lifestyles Program

SECC participates in the County's Healthy Lifestyles Program that allows employees and/or spouses on the health plan to earn point by participating in wellness activities and programs. To enroll employee and/or spouse will be provided the opportunity to complete a wellness/biometric screening in the fall of each year and provided access to an online wellness portal. Employee and/or spouse who earn a minimum of 100 points by completing the wellness/biometric screening and various wellness activities by September of the following year will receive a \$25.00 monthly health premium reduction beginning January of 2022.

Employees (whose insurance is not covered by a collective bargaining agreement) are eligible to participate in the Y@Work program through the Quad Cities YMCA. Scott County will pay twenty dollars (\$20.00) a month as a taxable benefit to the Quad Cities YMCA toward a membership for the employee, two adults or family. The employee must attend at least twenty four (24) times a quarter in order for the Scott County to continue its monthly contribution. The employee is responsible for any additional financial obligations to the Quad Cities YMCA.

4.15 Maternity Benefits

See Family Medical Leave (Section 5.17)

4.16 Holidays

Employees are granted the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day.

For purposes of calculating premium pay the holiday shall be considered to start at 11:00 pm on the day preceding the traditional day of observance and ending at 11:00 pm on the traditional day of observance.

The holidays generally conform to a Monday through Friday work schedule whereby those holidays falling on Saturday or Sunday are observed on Friday or Monday. However, for those employees involved in continuous operations, the traditional day of observance will be used for paying premium holiday pay. If an exempt employee is required to work on a holiday, they are not eligible for premium holiday pay, but the Director may permit them to take off a different day in the same pay cycle.

In those cases where a regular employee is required to work on a holiday, that employee shall receive one and one-half (1-1/2) times his/her straight time hourly rate of pay for all consecutive hours worked if the shift began on the holiday. Part-time non-benefit eligible employees will be paid premium holiday pay only for actual hours worked on the holiday. The employee may elect to take up to twelve (12) hours of such holiday pay as compensatory time off; however, a bargaining employee shall not accrue more than sixty (60) hours of unused holiday/compensatory time.

4.17 Floating Holidays

Floating holidays will be scheduled by mutual agreement between the employee and the Shift Supervisor, or the Deputy Director/Director in the absence of the Supervisor. Floating holiday leave will be charged in actual hours used with a minimum charge of one hour. Floating holidays shall not be carried from one fiscal year to another fiscal year, nor shall they be granted, if unused, to any employee upon retirement, termination or discharge. No employee will be permitted to work on his/her floating holidays. Employees will not be permitted to use a floating holiday during his/her probationary period without prior approval of the Director.

4.18 Conferences and Training

All requests to attend conferences or trainings must be submitted on the appropriate request form, unless otherwise approved, by the Training Specialist for pre-approval. The Director may authorize payment of expenses directly associated with the attendance by employees at professional conferences and training seminars within budgetary limits. Once approved, the original request form is then returned to the requesting employee, representing the authority to travel, and will be used for subsequent reimbursement of appropriate expenses.

Eligible expense items are conference registration fees, housing, transportation and meals only. Expenses that are not eligible for reimbursement include, but are not limited to travel insurance, advanced boarding on airlines or preregistering for seat preferences, alcoholic beverages, valet, bell hop, laundry services and entertainment. A meal allowance will be reimbursed for breakfast (\$10.00), lunch (\$15.00) and dinner (\$30.00), respectively. These amounts may be reviewed from time to time and may be changed accordingly. Meals included in the conference package will not be eligible for reimbursement.

Expense sheets detailing authorized expenditures together with receipts shall be required for reimbursement and submitted in a timely manner. No meal receipts are required. Meals and

mileage reimbursements are taxable income subject to income tax withholding as well as social security and Medicare tax. These reimbursements will be included on the employee's payroll as taxable income.

Individuals attending functions that require their absence from the area for a time period that includes a mealtime will be reimbursed upon providing a receipt. Breakfast, lunch, and dinner will be reimbursed for one day functions if the individual is required to be away from the area prior to 6:00 am (breakfast), after 2:00pm (lunch), and after 7:00 pm (dinner). Questions regarding eligibility for meal reimbursement should be discussed with the Training Manager or the Director prior to attending the function.

Individuals attending functions away from the area which require that they stay overnight will be required to provide a copy of the function schedule with their request for reimbursement. Upon providing the function schedule these individuals will be reimbursed according to the listed guidelines. (Example: Attending a conference in which a luncheon is included two days and a Banquet dinner is included one evening would receive reimbursement for only those meals not provided for in the conference fees.) Any partial day included in this function will be reimbursed in the same fashion as described above for functions of the day or less duration.

4.19 Mileage Reimbursement

The use of an employee's personal vehicle for travel should only occur when an SECC or County vehicle is not available. When using a personal vehicle, the employee will be reimbursed for mileage, parking and tolls. The mileage allowance for use of a personal vehicle shall be at the average of the rate allowed for such purposes by the U.S. Internal Revenue Service and State of Iowa. The approved rate will be calculated on January 1 and July 1 each year. Mileage expenses will not be reimbursed if the employee was traveling on a day trip and a County vehicle was available or to same meeting as other members and the employee did not carpool.

4.20 Tuition Reimbursement

Employees desiring to take job related college or adult education courses shall first secure the approval of the Director or in the case of the Director, approval of the SECC Board, prior to enrolling in an accredited university, college or adult education program where reimbursement is requested. In addition to the job-related nature of the studies, a prime consideration for final authorization shall be the availability of budgeted funds for such purposes.

SECC will reimburse up to seventy five percent of the cost for tuition, books and laboratory fees up to a maximum reimbursement of \$1,200 per fiscal year (based on class end date), subject to the following conditions:

1. To be eligible for the tuition reimbursement program, an employee must occupy a regular, benefit-eligible position, and must have completed her/his probationary period.
2. Courses must be at the college level and must be offered by an accredited educational institution by the U.S. Department of Education.
3. Courses must be related to the employee's present position or a position to which the employee could logically expect to be promoted.
4. Courses not related to the employee's position, but required as part of a degree program shall be eligible for reimbursement provided the employee has been officially accepted into a degree program. Such degree shall be reasonably related to the employee's position or a position to which they could logically expect to be promoted. Courses designed to obtain

professional certifications are not eligible for tuition reimbursement, but may qualify for departmental employee development.

5. All courses must be taken on the employee's own time.
6. The employee will be responsible for paying the cost of the course tuition initially. After successful completion of the course and presentation of a copy of the official transcript, an employee with a grade of "C" (2.0) will receive 50% reimbursement, a "B" (3.0) or an "A" (4.0) will receive 75% reimbursement. No payment for grades will exceed the allotted maximum benefit of \$1,200 per fiscal year. The employee must submit the original bill/invoice for tuition to the Director. All IRS guidelines concerning educational assistance as taxable income will be followed.
7. In the event of a reduction in the work force, and an employee is laid off while taking an approved course, she/he will be reimbursed on the same basis as an active employee provided the course is completed within six months of termination. In the event an employee voluntarily resigns, retires or is dismissed for cause while taking an approved course, the employee shall not be eligible for reimbursement.
8. If an employee who has received tuition reimbursement voluntarily separates employment within two years of completion of a course, the employee shall be required to reimburse SECC for tuition reimbursement received on a prorated basis. The employee must reimburse 100% for reimbursements made within the preceding 6 months, 75% for reimbursements made within the preceding 12 months and 50% for reimbursements made within the preceding 24 months. A total permanent disability termination or layoff will not require reimbursement.
9. An employee wishing to participate in the program must complete a request form (available on the Scott County Intranet) and submit same to the Director at least three weeks prior to the course registration date. The request must include a course description and an accurate estimate of all tuition, book and lab fees. The employee will be notified of the approval or denial of the request at least one week prior to the course registration date.
10. Within twenty days of completion of the course, the employee shall complete a reimbursement request form and forward it to the Director along with all receipts for tuition, books and lab fees (Other expenses such as material fees, activity fees, application fees, etc. are not reimbursable). The employee also shall provide verification of the final grade received in the course. Upon approval, the employee will be reimbursed by claim check through the Scott County Auditor's Office.

4.21 Employee Assistance Program

The confidential employee assistance program (EAP) is designed to provide professional services to employees and their family members in addressing life issues that may interfere with their well-being, work performance or health.

The EAP professionals can help employees and their dependents manage many of life's challenges, including family or relationships issues, emotional or mental health, work/life balance, substance abuse, personal growth, financial or legal issues and other issues that interfere with daily living. In addition, the EAP can help individuals set and achieve life goals.

EAP Objectives

The primary objectives of the Employee Assistance Program are:

- To assist an employee whose job performance is impaired due to problems in his/her personal life through referral to an appropriate agency and/or treatment facility.
- To encourage an employee with personal problems to seek assistance on his/her own initiative before job performance is impaired.
- To assist supervisors in identifying performance problems that may be corrected through an employee's participation in EAP.
- To return an employee's work performance and/or attendance to responsible and acceptable levels.
- To provide the means by which an employee can prevent the development of serious and lasting behavioral/health problems.

All information related to an individual's participation in the EAP will be held in strict confidence by the EAP provider. SECC respects and shall vigorously safeguard the right of EAP participants to confidential treatment.

The EAP provider is responsible for the collection and confidential storage of all information related to EAP activity at SECC. This information shall be kept in secure files and shall be accessible only to EAP provider staff who deals directly with that client.

Information related to an individual's participation in the EAP shall not be released without the prior written consent of the participant except in the following cases:

1. Mandatory reporting to the Iowa Department of Human Services of any suspected or known cases of child abuse,
2. If determined or have reasonable cause to believe person may be dangerous to themselves or others,
3. When disclosure is required by law.

In the interest of effective implementation of the Employee Assistance Program on an ongoing basis, periodic training will be provided to supervisory staff on how to identify and handle performance problems that may be corrected through an employee's participation in EAP. Training will be offered by the provider and coordinated with the Scott County Human Resources Department.

In addition, the EAP provider will conduct periodic educational programs and distribute informational brochures designed to acquaint employees and their families with the services available through EAP.

Self-Referral

An employee or family member is encouraged to seek confidential assistance through the EAP on his/her own initiative by contacting the EAP provider in person or by telephone. Contact information is available on the internet or through the Scott County Human Resources Department.

Supervisory Approval

Employees will be directed to the Employee Assistance Program for assessment and appropriate referrals when a supervisor has concerns related to an employee's work performance, behavior, attendance, or specific job-related incidents which indicate the possible presence of a personal problem. Supervisors should consult with the Director when making a mandatory referral. In those cases of a supervisory referral the EAP provider will provide the Director with

confirmation that the employee has attended the required session(s).

Regardless of an employee's participation in EAP, he/she is responsible for achieving an acceptable standard of performance and correcting identified performance deficiencies.

SECC reserves the right to limit an individual's access to the Employee Assistance Program in those cases where previous referral(s) have produced no tangible or positive results.

SECC may participate in additional EAP or EAP-related programs that provide services customized for first responders and other high-stress occupations. The goal of this type of program is to provide specialized services that may be better suited to addressing the unique challenges and stresses that telecommunicators may face during the performance of their jobs. Participation in these additional/supplemental programs is not mandatory by SECC or SECC employees.

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

FEBRUARY 25, 2021

A RESOLUTION APPROVING REVISIONS TO THE SECC USER AGREEMENT WITH
THE IOWA STATE INTEROPERABLE COMMUNICATIONS SYSTEM

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

- Section 1. That the proposed revisions to the SECC User Agreement with the Iowa State Interoperable Communications System (ISICS) are hereby approved.
- Section 2. That the revised User Agreement shall encompass the entirety of the Quad City P-25 Radio System public safety subscribers and users in both Scott and Rock Island County is hereby approved.
- Section 3. This resolution shall take effect immediately.



To: Ken Beck, SECC Board Chair
From: Dave Donovan, SECC/EMA Director
Date: February 19, 2021
Subject: Approval of ISICS User changes

The State of Iowa operates the Iowa State Interoperable Communications System (ISICS) throughout the state. We currently have two console radios on that system as a Tier 1 user. Those two radios give us the ability to communicate on two talk groups at any given time. As the new QC P-25 Radio System goes live later this year, we will expand to add additional console radios (one from Medic and an additional for SECC) thus increasing our ability to monitor and communicate on more talk groups simultaneously. We use these radios to communicate with state radio and Iowa State Patrol units and Highway Helper units operating in our county. Medic will use the system to enhance their ability to roam to other counties not on the Racom network.

We also intend to add ISICS talk groups directly to radios on our system. Similarly, state radio will add QC P-25 Radio System talk groups to their ISP and Highway Helper radios operating here locally. By adding select talk groups into our radios and some state radios, we will give the ability for responders to communicate directly and eliminate the need for dispatch to relay information, which tends to be practice today.

Another enhancement is to request one or two state-wide roaming talk groups for Scott County agencies. These talk groups would allow for Scott County agencies, such as Sheriff's units transporting persons in-custody to communicate, no matter which county they are in.

In order to facilitate our ability to add those talk groups and request roaming talk groups, we will modify our user agreement with ISICS. We request SECC Board authorization to proceed with that change at such time the new system is ready for programming and we have the information needed for the change application.

Similar to our proposed membership in the SARA Network, we propose to apply for this change on behalf of the entire QC P-25 Radio System, Scott and Rock Island Counties. Medic will apply for their own membership to include their own roaming talk group(s).

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATIONS CENTER BOARD

FEBRUARY 25, 2021

A RESOLUTION APPROVING APPLICATION TO JOIN THE SHARED AREA RADIO AGREEMENT (SARA) NETWORK FOR INTEROPERABILITY

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

- Section 1. That the Director and Deputy Director may enter into the necessary agreements to join the Shared Area Radio Agreement (SARA) Network and coalition of counties for the purposes of interoperability is hereby approved.
- Section 2. That the membership in SARA shall encompass the entirety of the Quad City P-25 Radio System public safety subscribers and users in both Scott and Rock Island County is hereby approved.
- Section 3. This resolution shall take effect immediately.



To: Ken Beck, SECC Board Chair
From: Dave Donovan, SECC/EMA Director
Date: February 19, 2021
Subject: Approval of membership in SARA Network

As the new QC P-25 Radio System goes live later this year, our system will connect to other systems. First, our system will connect via fiber optics to Racom in Marshalltown. That connection will allow for software updates, remote programming, and configuration, as well as back-up of our database.

The connection to Racom will also connect us directly to other Harris P-25 systems in Iowa. Those other systems banded together and entered into an agreement several years ago. The Shared Area Radio Agreement (SARA) is administered out of the Linn and Johnson County area but includes several other surrounding counties and Dubuque County.

We propose to apply to joining that agreement which will afford us better interoperability with member counties and allows us to share talk groups. Our membership with that group will also provide roaming capabilities within other counties that are part of that network. After discussion with Rock Island County, we propose to join SARA as a system. Thus, our membership request would be on behalf of the entire QC P-25 Radio System, including users in both Scott and Rock Island Counties.

Joining this agreement, along with the proposed changes to our user agreement on the Iowa State radio system (ISICS), will give our agencies the ability to communicate on mobile radio in virtually the entire state, either directly to our system (using the SARA network) or via the ISICS regional talk groups.

I request the SECC Board authorize us to apply to join the SARA Network. I will ask the County Attorney's to review said agreement before execution.

SECC P-25 Radio Project Financial Summary												
pa											Date:	2/18/2021
Project Category	Sub Category	Budget	Use of Contingency	Amended Budget	FY2019	FY2020	FY2021	FY2022	Total	Remaining		
	Acct -	63013.03										
	Proj -	1630011										
100	Infrastructure											
	101	Land Acquisition	\$ 100,000.00	\$ (49,413.00)	\$ 50,587.00	\$ -	\$ -	\$ 20,587.00	\$ -	\$ 20,587.00	\$ 30,000.00	
	102	Tower Construction	\$ 1,659,920.00	\$ 309,547.00	\$ 1,969,467.00	\$ -	\$ -	\$ 965,886.97	\$ -	\$ 965,886.97	\$ 1,003,580.03	
	103	Tower Approvals, Fees and Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	104	Tower Consulting/Design/Civil	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ 69,610.00	\$ 124,530.00	\$ -	\$ 194,140.00	\$ 5,860.00	
	105	Tower Misc	\$ -	\$ 82,941.63	\$ 82,941.63	\$ -	\$ 30,000.00	\$ 52,941.63	\$ -	\$ 82,941.63	\$ -	
	106	Connectivity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	107	Racom Contract - Infrastructure	\$ 3,130,296.34	\$ 109,855.48	\$ 3,240,151.82	\$ 479,877.29	\$ 492,203.08	\$ 989,754.56	\$ -	\$ 1,961,834.93	\$ 1,278,316.88	
	108	SECC Other/Misc	\$ -	\$ 133,994.32	\$ 133,994.32	\$ -	\$ 9,250.96	\$ 124,743.36	\$ -	\$ 133,994.32	\$ -	
	109	SECC Consoles Other	\$ -	\$ 52.76	\$ 52.76	\$ -	\$ -	\$ 52.76	\$ -	\$ 52.76	\$ -	
	110	SECC Misc	\$ -	\$ 8,800.00	\$ 8,800.00	\$ -	\$ -	\$ 8,800.00	\$ -	\$ 8,800.00	\$ -	
	111	System Licensing Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
200	Radios											
	201	Contract Radios	\$ 5,423,666.11	\$ -	\$ 5,423,666.11	\$ 803,217.08	\$ 823,847.94	\$ 1,609,390.83	\$ -	\$ 3,236,455.85	\$ 2,187,210.26	
	202	Accessories	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	203	Radio Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		CACHE RADIOS/ACCESS		\$ 127,400.00								
400	Project Overall											
	100	Project Consulting	\$ 344,166.67	\$ -	\$ 344,166.67	\$ 4,217.50	\$ 86,041.67	\$ 27,533.33	\$ -	\$ 117,792.50	\$ 226,374.17	
	402	Project Miscellaneous Phoenix	\$ -	\$ 13,293.00	\$ 13,293.00	\$ -	\$ -	\$ 13,293.00	\$ -	\$ 13,293.00	\$ -	
		Contingency	\$ 1,000,000.00		\$ 106,204.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,204.17	
					11%							
		Project Totals	\$ 11,858,049.12	\$ 893,795.83	\$ 11,573,324.48	\$ 1,287,311.87	\$ 1,510,953.65	\$ 3,937,513.44	\$ -	\$ 6,735,778.96	\$ 4,837,545.52	



To: Ken Beck, Board Chair
From: Dave Donovan, SECC/EMA Director
Date: February 25, 2021
Subject: Administrative Team Report

The following summarizes significant activities and project work during the previous month at Scott Emergency Communications Center:

Dispatch Trainees

Our July hires, Joanna and Dominick, are in various stages of dispatch training on the floor. Both are doing very well, and we look forward to their graduation in early 2021.

Megan Nelson has started her cross-training in the Scott County Sheriff Office dispatch discipline. We anticipate her to be done with training and solo in this discipline after her shift on February 21, 2021.

Quality Assurance

We continue to strive for 95% compliance and improve on our SECC/MEDIC Case Entry Audits. We have upcoming Shift Briefings in February in which we are going to focus more on Quality Assurance to help our employees understand the process and develop any necessary training plans and update any policies.

Recruitment

We expect our next round of dispatch recruitment to begin sometime later in the winter, possibly late March or April. We have six (6) remaining individuals on our Eligibility List set to expire July 27, 2021. We will anticipate presenting offers to the next three (3) on the list.

Tyler New World Public Safety Software

1. Our Production Environment was upgraded on August 12, 2020. A lingering problem has surfaced. For unknown reasons, CAD is randomly freezing for 30 seconds to one minute at a time. This freezing prevents dispatchers from entering data in Calls for Service. We have an open case with New World Support, and the problem has been escalated to their Development team. Our CSAM has been made aware and rated the problem as a high priority. New World Software Engineers applied a new update to collect additional logging files to discover what may be causing this problem and work toward a solution. This week Tyler Technologies identified the CAD system alerts as a possible reason for our CAD slowness and freezing issue. We made the requested changes and continue to monitor our system for any further issues.

Dispatch Floor Operations

We continue to monitor the COVID situation in our community, and we continue to prohibit food deliveries. January 19, 2021, we shifted the floor arrangement back to how it was before April 2020; it has seemed to improve the flow of communication amongst the dispatchers working on the floor.

Backup Center

We have a few project items left to complete at the backup center. RACOM has installed the Symphony radio consoles. The mounts for the backup radios are on order, and we will install those once they arrive. The dispatch room is fully functional while we work on finishing these improvements.

Radio Project Update

The Bettendorf and Scott County Park towers are up, and the Buffalo tower should be up by February 12. The contractor (T. Steele Construction) will begin assembling the bottom of the Walcot tower the week of February 15. Tower shelters should all be delivered and installed by March 4.

Once shelters are in place, our contractor will start to finish works on the sites one at a time. The first site to finish will be the Bettendorf tower site in mid-March. Other locations in both counties will follow, about one every week or two. Steele expects to complete their work for all towers by late April or early May. Recent cold weather and wind have slowed some work, but Steele is still holding to those completion dates.

We are storing radio system equipment for the new system in a nearby county storage facility. Fiber connectivity between Rock Island and Scott Counties is complete and operational. The second core switch is in place at SECC.

RACOM continues moving equipment in preparation for the installation of the new radio network equipment at both locations. Racom is configuring the new radio computers at the backup center at the Courthouse. We expect to do training on that new computer interface during the latter half of March. That task was delayed from our previous report but will not affect the overall schedule. Once that training is complete, Racom will switch radio (Symphony console) computers at both locations. Dispatch staff will continue to dispatch on the existing radio system using the new Symphony computer equipment until later in 2021.

Radios are ordered for many responder organizations. We expect to begin to deploy that new equipment sometime in late February. Once that starts, we will likely move through all organizations, issuing and installing new radio equipment over about 6 – 8 months. The new radios will operate on the existing system until the new system goes live, is tested, and accepted.

The overall schedule has the radio system nearing completion in early fall. We expect to transition all users to the new system before the end of 2021. After that, the remaining tasks are to decommission the antenna and equipment at the SECC site.

QC P-25 Radio Intergovernmental Group

The P-25 Intergovernmental Group met virtually for the eighth time on January 27, 2021. Meetings continue to focus on developing system policies, radio talk groups and encryption. Both Counties seem close to finalizing radio talk groups, and both continue to work diligently to hope to get this done by late February or early March. A small group met on February 10, 2021 at SECC to discuss the progress of Fleet Mapping, and to ensure work continues smoothly. The next Intergovernmental Group meeting is scheduled via ZOOM on February 24 2021 , at 2:00 pm.



TECHNICAL ADVISORY COMMITTEE MINUTES
TUESDAY, January 19, 2021, 2:00 P.M.

Board Members Present: Bettendorf Police Chief Keith Kimball, Bettendorf Fire Chief Steve Knorrek, Davenport Police Chief Paul Sikorski, Davenport Fire Chief Mike Carlsten, EMS Executive Director Linda Frederiksen, Scott County Physician's Advisory Board Dr. Richard Vermeer, Scott County Conservation Representative Roger Kean, & Scott County Rural EMS Representative Orville Randolph all via Zoom.

Others Present: Dave Donovan, Tracey Sanders, Stacey Bollinger, Michelle Conklin, Jason Cook, Courtney Pershall, Todd Malone, Troy Said, Justin Paul, Robb MacDougall, Paul Andorf, Sam Fleege, & Sam Samara all via Zoom.

Dave Donovan called the meeting to order at 2:02 p.m.

Roll Call was completed.

Motion made by Chief Kimball and seconded by Chief Sikorski, to approve the minutes from the last meeting on December 15, 2020. All ayes

Joe Hahn moved to Chair.

Election of Vice-Chair – Linda Frederiksen moved to nominate Roger Kean. Roger Kean moved to nominate Dave Kopatich. Vote was completed via chat on Zoom. With a total of 6 votes Dave Kopatich was voted Vice-Chair.

Comments from the Public: None – No public present

Technology Update:

a. SECC Update:

Bollinger gave an update on the CAD upgrade to 2019.2 . Advised since the upgrade there have been minor issues with CAD, like freezing and not able to do a clear call address search. Working with Tyler Technologies to get those fixed. Had a meeting with the CSAM for SECC and were advised other agencies are having similar problems with CAD freezing. Continuing to work to get the issue fixed. Report of Mobile users having a clear call search error. Bollinger advised work around is doing an incident search instead of a clear call search.

b. Scott County IT Update:

Maintenance will be completed later this week and doesn't expect any issues. Started setting up and getting ready for the implamation of USDD. Getting network and VPN ID's ready for the program.

c. RACOM Update:

Sam Fleege advised the group that they have started receiving the new radio equipment. Will start distributing radios at meetings, for example, Eldridge Fire has their monthly meeting and will receive them than. Davenport's radios are in, but wrong equipment came in so will be sending them back to get the correct radios. Discussed holding off on doing PM's on the current radios. Will continue to fix them if they are having issues.

Radio Project Update:

Donovan provided the board with an update on the new towers. All foundations have been poured and towers starting to go up. Bettendorf and Scott County Park have towers completed. Provided the board with pictures of the different stages of the sites.

Intergovernmental Advisory Group Update:

Donovan advised that the meetings would be held monthly until further notice. At these meetings they would be discussing the new radio project and getting the fleet mapping completed.

Administrative Team Report Discussion:

A quick discussion about the team admin report. Gave update on recent promotions and trainee status within SECC.

Other Business:

Dr. Vermeer asked about getting the After Action Report from the Nashville Bombing to see if the area can learn from it. Follow up to see if your system would be vulnerable to something like Nashville had.

The next meeting is scheduled for Tuesday, February 16, 2021 at 2:00 p.m.

Keith Kimball adjourned the meeting at 2:34 p.m.



Accounts Payable Invoice Report

Payment Date Range 01/01/21 - 01/31/21
 Report By Department - Vendor - Invoice
 Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 6802 - SECC									
Vendor 239 - AMAZON COM									
PC68M827050999	Portable External Hard Drives	Paid by P-Card		01/02/2021	01/22/2021	01/02/2021	01/02/2021	01/02/2021	127.98
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	PCard Item - Do Not Use - PCARD IIMPORT		1.0000000	Each	127.9800	127.98			
	SECC BD 1.21.2021		00						
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	489.68.6802.1290-63071.02 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Technology and Equipment Other Equipment)							127.98	
			Invoice Items		1				
PC68M827311852	Webcams	Paid by P-Card		01/04/2021	01/22/2021	01/04/2021	01/04/2021	01/04/2021	109.47
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	PCard Item - Do Not Use - PCARD IIMPORT		1.0000000	Each	109.4700	109.47			
	SECC BD 1.21.2021		00						
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	489.68.6802.1290-63071.02 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Technology and Equipment Other Equipment)							109.47	
			Invoice Items		1				
PC68M828284375	DisplayPort Cable and Hardware Storage	Paid by P-Card		01/11/2021	01/22/2021	01/11/2021	01/11/2021	01/11/2021	47.94
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	PCard Item - Do Not Use - PCARD IIMPORT		1.0000000	Each	47.9400	47.94			
	SECC BD 1.21.2021		00						
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	489.68.6802.1290-63071.02 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Technology and Equipment Other Equipment)							47.94	
			Invoice Items		1				
Vendor 239 - AMAZON COM Totals									
							Invoices	3	\$285.39
Vendor 784 - CDW GOVERNMENT INC									
5526955	Keyboards for Dispatchers	Paid by Check #309129		12/15/2020	01/07/2021	12/15/2020		01/07/2021	166.08
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Supplies - Other - Keyboards for Dispatchers		1.0000000	Each	166.0800	166.08			
			00						
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 784 - CDW GOVERNMENT INC									
5526955	Keyboards for Dispatchers	Paid by Check #309129		12/15/2020	01/07/2021	12/15/2020		01/07/2021	166.08
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	489.68.6802.1290-63071.02 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Technology and Equipment Other Equipment)							166.08	
				Invoice Items	1				
Vendor 784 - CDW GOVERNMENT INC Totals					Invoices	1			\$166.08
Vendor 817 - CENTURYLINK									
5633269906 2012	Dec 13-Jan 12	Paid by Check #309133		12/13/2020	01/07/2021	12/13/2020		01/07/2021	2,076.06
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Utilities / Telephone - Dec 13-Jan 12	1.0000000	Each	2,076.0600	2,076.06				
		00							
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	489.68.6802.1290-64028.05 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Other)							2,076.06	
				Invoice Items	1				
5633269926 2012	Dec 13-Jan 12	Paid by Check #309133		12/13/2020	01/07/2021	12/13/2020		01/07/2021	258.43
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Utilities / Telephone - Dec 13-Jan 12	1.0000000	Each	258.4300	258.43				
		00							
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	489.68.6802.1290-64028.05 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Other)							258.43	
				Invoice Items	1				
5633883661 2012	Dec 16-Jan 15	Paid by Check #309133		12/16/2020	01/07/2021	12/16/2020		01/07/2021	1,580.47
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Utilities / Telephone - Dec 16-Jan 15	1.0000000	Each	1,580.4700	1,580.47				
		00							
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	489.68.6802.1290-64028.05 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Other)							1,580.47	
				Invoice Items	1				



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 817 - CENTURYLINK									
5633883682 2012	Dec 16-Jan 15	Paid by Check #309133		12/16/2020	01/07/2021	12/16/2020		01/07/2021	554.55
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Utilities / Telephone - Dec 16-Jan 15	1.0000000	Each	554.5500	554.55				
		00							
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	489.68.6802.1290-64028.05 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Other)							554.55	
				Invoice Items	1				
									554.55
Vendor 817 - CENTURYLINK Totals						Invoices	5		\$4,545.51
Vendor 10052 - DIRECT TV									
319D220253 2101	Jan 1-Jan 31	Paid by Check #309347		01/01/2021	01/21/2021	01/01/2021		01/21/2021	76.00
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Utilities / Telephone - Jan 1-Jan 31	1.0000000	Each	76.0000	76.00				
		00							
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	489.68.6802.1290-64028.05 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Other)							76.00	
				Invoice Items	1				
									76.00
Vendor 10052 - DIRECT TV Totals						Invoices	1		\$278.24
Vendor 1423 - ELECTRICAL ENGINEERING & EQUIPMENT - 3E									
959273-00	Radiator fixed	Paid by Check #309373		12/28/2020	01/21/2021	12/22/2020		01/21/2021	6,081.36
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Maintenance of Buildings / Equipment - Radiator fixed	1.0000000	Each	6,081.3600	6,081.36				
		00							
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	489.68.6802.1290-64040 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Contingency)							6,081.36	
				Invoice Items	1				
									6,081.36
Vendor 1423 - ELECTRICAL ENGINEERING & EQUIPMENT - 3E Totals						Invoices	1		\$6,081.36



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2735 - LANGUAGE LINE LLC									
10157539	Translation Services - December	Paid by Check #309411		12/31/2020	01/21/2021	12/01/2020		01/21/2021	307.13
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Commercial Services - Translation Services - December	1.0000000	Each	307.1300	307.13				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	489.68.6802.1290-64032 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Commercial Services)							307.13	
				Invoice Items	1				
Vendor 2735 - LANGUAGE LINE LLC Totals Invoices 1 \$307.13									
Vendor 3503 - OFFICE MACHINE CONSULTANTS INC									
IN215806	B2495 & B2916 SECC Admin	Paid by Check #309252		12/23/2020	01/07/2021	11/30/2020		01/07/2021	108.01
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Maintenance Contracts - B2495 & B2916 SECC Admin	1.0000000	Each	108.0100	108.01				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	489.68.6802.1290-64018.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Maintenance Equipment)							108.01	
				Invoice Items	1				
IN215807	B3963 SECC Dispatch Pod 1	Paid by Check #309252		12/23/2020	01/07/2021	11/30/2020		01/07/2021	41.80
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Maintenance Contracts - B3963 SECC Dispatch Pod 1	1.0000000	Each	41.8000	41.80				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	489.68.6802.1290-64018.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Maintenance Equipment)							41.80	
				Invoice Items	1				
IN215808	B3597 SECC Dispatch Pod 2	Paid by Check #309252		12/23/2020	01/07/2021	11/30/2020		01/07/2021	26.15
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Maintenance Contracts - B3597 SECC Dispatch Pod 2	1.0000000	Each	26.1500	26.15				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	
	489.68.6802.1290-64018.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Maintenance Equipment)							26.15	
				Invoice Items	1				
IN215809	B2863 Warrant Office	Paid by Check #309252		12/23/2020	01/07/2021	11/30/2020		01/07/2021	83.85
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>		<i>Contract Number</i>	
	Maintenance Contracts - B2863 Warrant Office	1.0000000	Each	83.8500	83.85				
	<i>G/L Account</i>					<i>Project</i>		<i>Amount</i>	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 3503 - OFFICE MACHINE CONSULTANTS INC									
IN215809	B2863 Warrant Office	Paid by Check #309252		12/23/2020	01/07/2021	11/30/2020		01/07/2021	83.85
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	489.68.6802.1290-64018.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Maintenance Equipment)							83.85	
	Invoice Items			1					
Vendor 3503 - OFFICE MACHINE CONSULTANTS INC Totals Invoices 4 \$259.81									
Vendor 3921 - RACOM CORPORATION									
20INV1738	BACKUP CENTER - MOVING FURNITURE	Paid by Check #309267		12/15/2020	01/07/2021	12/15/2020		01/07/2021	3,690.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Professional, Scientific & Technical Services - BACKUP CENTER - MOVING FURNITURE		1.0000000	Each	3,690.0000	3,690.00			
	<i>G/L Account</i>						<i>Project</i>	<i>Amount</i>	
	489.68.6802.1290-63013.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Infrastructure Telecommunication)						1630011-100-108 (OP SECC Radio Project, Infrastructure, SECC Other/Misc)	3,690.00	
	Invoice Items			1					
RI-201423	EDACS Access Fees - January	Paid by Check #309453		12/18/2020	01/21/2021	12/18/2020		01/21/2021	47,076.30
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Maintenance Contracts - EDACS Access Fees - January		1.0000000	Each	47,076.3000	47,076.30			
	<i>G/L Account</i>						<i>Project</i>	<i>Amount</i>	
	489.68.6802.1290-64114.01 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-800 MHz Access Fees)							47,076.30	
	Invoice Items			1					
A15102862	Contract 219 Maintenance Fees - January	Paid by Check #309453		01/01/2021	01/21/2021	01/01/2021		01/21/2021	12,455.49
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Maintenance Contracts - Contract 219 Maintenance Fees - January		1.0000000	Each	12,455.4900	12,455.49			
	<i>G/L Account</i>						<i>Project</i>	<i>Amount</i>	
	489.68.6802.1290-64114.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-800 MHz Maintenance Costs)							12,455.49	
	Invoice Items			1					



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Vendor 3921 - RACOM CORPORATION										
A15102870	Contract 226 Maintenance Fees - January	Paid by Check #309453		01/01/2021	01/21/2021	01/01/2021		01/21/2021	1,668.62	
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			
	Maintenance Contracts - Contract 226	1.0000000	Each	1,668.6200	1,668.62					
	Maintenance Fees - January	00								
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>			
	489.68.6802.1290-64114.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-800 MHz Maintenance Costs)							1,668.62		
				Invoice Items	1					
Vendor 3921 - RACOM CORPORATION Totals										
						Invoices	5		\$67,369.99	
Vendor 4172 - TRACEY SANDERS										
HyVee 202012	HyVee - Employee Recognition	Paid by Check #309274		12/13/2020	01/07/2021	12/13/2020		01/07/2021	34.74	
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			
	Employee Recruitment / Recognition - HyVee - Employee Recognition	1.0000000	Each	34.7400	34.74					
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>			
	489.68.6802.1290-64014.00 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Employee Development General)							34.74		
				Invoice Items	1					
Vendor 4172 - TRACEY SANDERS Totals										
						Invoices	1		\$34.74	
Vendor 12000 - SCOTT COUNTY FLEET SERVICES										
2021-00000002	Fuel Use - September	Paid by Check #309468		09/10/2020	01/21/2021	09/10/2020		01/21/2021	31.34	
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>			
	Vehicle (Supplies, Maintenance, Fuel) - Fuel Use - September	1.0000000	Each	31.3400	31.34					
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>			
	489.68.6802.1290-66016.01 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Vehicle Supplies Fuels & Lubricants)							31.34		
				Invoice Items	1					
Vendor 12000 - SCOTT COUNTY FLEET SERVICES Totals										
						Invoices	1		\$31.34	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2235 - SCOTT COUNTY INFORMATION TECHNOLOGY									
21180	FY21 2nd Quarter Phone Bill	Paid by Check #309469		01/01/2021	01/21/2021	10/01/2020		01/21/2021	1,427.66
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Utilities / Telephone - FY21 2nd Quarter Phone Bill	1.0000000	Each	1,427.6600	1,427.66				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	489.68.6802.1290-64028.05 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Other)						1,427.66		
				Invoice Items	1				
Vendor 2235 - SCOTT COUNTY INFORMATION TECHNOLOGY Totals									
						Invoices	2		\$2,453.75
Vendor 4459 - SPRINT									
PC68M827528714	SB Sprint Nov-Dec	Paid by P-Card		01/07/2021	01/22/2021	01/07/2021	01/07/2021	01/07/2021	45.51
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	PCard Item - Do Not Use - PCARD IIMPORT	1.0000000	Each	45.5100	45.51				
	SECC BD 1.21.2021	00							
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	489.68.6802.1290-64028.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Cellular)						45.51		
				Invoice Items	1				
Vendor 4459 - SPRINT Totals									
						Invoices	1		\$45.51
Vendor 4777 - T STEELE CONSTRUCTION INC									
22297 3	Communication Tower Site Construction - #3	Paid by Check #309289		12/18/2020	01/07/2021	12/18/2020		01/07/2021	125,799.12
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Commercial Services - Communication Tower Site Construction - #3	1.0000000	Each	125,799.1200	125,799.12				
	<i>G/L Account</i>					<i>Project</i>	<i>Amount</i>		
	489.68.6802.1290-63013.03 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Infrastructure Telecommunication)					1630011-100-102 (OP SECC Radio Project, Infrastructure, Tower Construction)	125,799.12		
				Invoice Items	1				
Vendor 4777 - T STEELE CONSTRUCTION INC Totals									
						Invoices	1		\$125,799.12



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 4603 - TALLGRASS									
PC68M828034285	Printer Paper	Paid by P-Card		01/05/2021	01/22/2021	01/05/2021	01/05/2021	01/05/2021	318.70
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	PCard Item - Do Not Use - PCARD IIMPORT		1.0000000	Each	318.7000	318.70			
	SECC BD 1.21.2021		00						
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	489.68.6802.1290-66012.02 (EMA/SECC Fund.Emergency Management						318.70		
	Agency/EMA.SECC.EMA Expenditures-Supplies Office Printing)								
	<i>Invoice Items</i>			1					
Vendor 4603 - TALLGRASS Totals									\$318.70
							Invoices	1	
Vendor 14053 - TOWER SITES INC									
4930	Tower Site Rent - January 2021	Paid by Check #309294		12/16/2020	01/07/2021	01/01/2021		01/07/2021	1,112.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Direct Assistance (Rent, etc) - Tower Site Rent		1.0000000	Each	1,112.0000	1,112.00			
	- January 2021		00						
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	489.68.6802.1290-64033.03 (EMA/SECC Fund.Emergency Management						1,112.00		
	Agency/EMA.SECC.EMA Expenditures-Rent Lease - Tower Site)								
	<i>Invoice Items</i>			1					
Vendor 14053 - TOWER SITES INC Totals									\$1,112.00
							Invoices	1	
Vendor 14146 - VOLLERTSEN BRITT & GORSLINE PC									
108898	Representation - Parcel No. 912355002 - Rathjen	Paid by Check #309310		12/21/2020	01/07/2021	12/21/2020		01/07/2021	587.00
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Professional, Scientific & Technical Services -		1.0000000	Each	587.0000	587.00			
	Representation - Parcel No. 912355002 -		00						
	Rathjen								
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	489.68.6802.1290-63013.03 (EMA/SECC Fund.Emergency Management						587.00		
	Agency/EMA.SECC.EMA Expenditures-Infrastructure Telecommunication)								
	<i>Invoice Items</i>			1					
Vendor 14146 - VOLLERTSEN BRITT & GORSLINE PC Totals									\$587.00
							Invoices	1	
Vendor 10100 - WALMART									
PC68M827187458	Computer Adapter	Paid by P-Card		01/03/2021	01/22/2021	01/03/2021	01/03/2021	01/03/2021	12.88
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	PCard Item - Do Not Use - PCARD IIMPORT		1.0000000	Each	12.8800	12.88			
	SECC BD 1.21.2021		00						
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 10100 - WALMART									
PC68M827187458	Computer Adapter	Paid by P-Card		01/03/2021	01/22/2021	01/03/2021	01/03/2021	01/03/2021	12.88
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	489.68.6802.1290-63071.02 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Technology and Equipment Other Equipment)							12.88	
			Invoice Items	1					
Vendor 10100 - WALMART Totals							Invoices	1	\$12.88
Vendor 5143 - WINDSTREAM									
091136447-2012	Nov 22-Dec 21	Paid by Check #309495		12/23/2020	01/21/2021	11/22/2020		01/21/2021	120.28
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Utilities / Telephone - Nov 22-Dec 21		1.0000000	Each	120.2800	120.28			
			00						
	<i>G/L Account</i>			<i>Project</i>				<i>Amount</i>	
	489.68.6802.1290-64028.05 (EMA/SECC Fund.Emergency Management Agency/EMA.SECC.EMA Expenditures-Telephone Other)							120.28	
			Invoice Items	1					
Vendor 5143 - WINDSTREAM Totals							Invoices	1	\$120.28
Department 6802 - SECC Totals							Invoices	32	\$209,808.83
6802 SECC									
Grand Totals							Invoices	32	\$209,808.83