

Cass County Public Safety Commission

Steve Livengood, Chair
Sheriff Darby McLaren, TAA
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Julie Adams, Vice-Chair
911 Director Rob Koppert, TAC

Minutes

June 25, 2012
Basement Meeting Room

<u>Member</u>	<u>Representing</u>	<u>Present</u>	<u>Absent</u>
Gaylord Schelling	Cass County	X	
Mark Wedemeyer	Cass County	X	
Steve Livengood	City of Atlantic	X	
Shawn Shouse	City of Atlantic	X	
Julie Adams	City of Griswold	X	
Tom Harris	City of Anita - Primary	X	
Jeff Bohnsack	City of Anita - Alternate		

Staff present: Rob Koppert, Sheriff Darby McLaren

Citizens present: George Howard, Josh Guttau

Chairperson Steve Livengood opened the meeting at 5:03pm

M/S/C Schelling/Harris to approve the agenda as published. Carried unanimously.

M/S/C Harris/Adams to approve the July 2012 Minutes. Carried unanimously.

M/S/C Adams/Shouse to approve the July 2012 financial statements and bills. Carried unanimously.

911 Director and TAC Rob Koppert reported to the Commission on the training of new dispatcher Sheri Hansen, planning efforts for the Atlantic Fly Iowa 2012 air show and preparations the communications center is undertaking to assist. He also updated the Commission on narrowbanding and the Assistance to Firefighters Grant for new radios for the fire departments. Koppert also explained the slightly different format for the Minutes of the meeting and discussed several maintenance issues the communications center was having with Dell monitors. Finally, he informed the Commission on updated emergency medical dispatch cards and software.

In business regarding the re-location of the communications center, the Commission welcomed George Howard of Cherry Corner Agency and Josh Guttau, who is in the process of purchasing the Cherry Corner Agency property from Howard. Both expressed an interest in leasing a portion of the building to the Cass County Public Safety Commission as a location for the Cass County 911 Center. The Commission said that they have questions on leasing and the legalities of leasing space from a private company. Howard stated that he thought the basement would be an ideal location for the communications center. Access to the basement is by an elevator and two sets of stairs. Commission member Shelling asked if there were any windows in the basement and Howard replied that there weren't any windows. Guttau said his business interest would be using between 2500 and 3000 square foot on the first floor and that the basement has 4351 square feet. There are a total of 30 parking spaces, with 15 used by Guttau's business interest. Guttau also said the first and second floor would be undergoing substantial remodeling. Commission member Adams asked if they the Commission would be buying or leasing. This led to a general discussion of space and door locations and the locations of utility rooms in the building. Also discussed the was the separation of utilities for bills. Guttau said there would be separate bills for the leased space. When asked if the "Jesus is Lord" sign would be removed, Howard said that it would be. The Commission asked Guttau what he expected to see for rent for the space and his reply was \$12.00 per square foot for a year. This would translate into approximately \$40,000 a year, plus the Commission would be responsible for utilities. Guttau said he would install a generator and also be responsible for the care of the

grounds. Sheriff Darby McLaren said that he wasn't for moving the communications center away from the jail, especially to a separate building in a different part of town. He indicated the dispatchers act as a "second set of eyes" on the inmates and also electronically open the doors of the jail for the jailers. There was some discussion on remodeling the sally ports or the deputies office, but this would cause additional space issues.

Commission member Mark Wedemeyer arrived during the latter part of the above discussion.

Guttau and Howard both left the meeting. The Commission continued to discuss the pros and cons of moving the communications center to the Cherry Corner Agency building. After a brief period of discussion, it was decided to turn down the request to move the communications center to the Cherry Corner Agency building.

M/S/C Adams/Schelling to turn down a request from George Howard and Josh Guttau to move the communications center to the Cherry Corner Agency building. Carried unanimously.

The Commission discussed the available options and came to the conclusion that the best, most cost efficient location would be the east section of the third floor of the courthouse, in areas currently occupied by emergency management, 911 administration, secondary road's and auditor's storage and juvenile probation.

M/S/C Adams/Wedemeyer to recommend moving the communications center to the third floor and to meet with the Cass County Board of Supervisors to make that request. Carried unanimously.

In Old Business, the Commission reviewed updates and changes to the draft contract for the 911 director. The draft evolved from the contract that was in place when 911 Director Rob Koppert also served as the emergency management coordinator. Commission member Shouse discussed the changes, and noted that most were just changes to reflect Koppert's current job description and employment situation. It was suggested that language limited Koppert's potential outside employment to EMS or paramedic fields was limiting and perhaps should be eliminated. It was also noted that the contract would not be in effect until both sides had signed the contract.

M/S/C Schelling/Shouse to adopt the contract with the changes that were listed in red, and the removal of "and in the EMS or paramedic fields only" in the section referring to outside employment. Carried unanimously.

The Commission discussed the request from the 911 director to eliminate holiday time accrual for him and to compensate with an equal portion of vacation time. The Commission discussed the status of the accumulated holiday time and whether or not they were legally obligated to pay out the time in the event the 911 director left employment like they would with the accumulated vacation time. Koppert informed the Commission that holiday time consists of eighty hours of time that accumulates during each of the county holidays and that there are ten holidays per year. The holiday time is accrued whether or not the employee actually works during the holiday, it just accrues and is used as additional paid time off or can be redeemed for cash (additional salary). This program has been in place since before Koppert started in 1998. However, while the dispatcher's ability to redeem the time for cash (additional salary) has been retained, a previous Commission voted that Koppert would not be allowed to redeem holiday time for cash (additional salary) but left the ability to accrue holiday time in place. During discussion, it was noted that this Commission had opted to redeem or payout a portion of the accumulated time earlier, but Koppert noted his request at that time was for the full amount and then he would be willing to eliminate the accrual of holiday time altogether.

M/S/C Shouse/Wedemeyer to deny the request to cash out (redeem) the accumulated holiday time. Ayes: Shouse, Wedemeyer, Adams, Harris and Schelling. Nay: Livengood. Motion carried.

In New Business, the Commission heard a request from 911 Director Koppert to purchase a digital capable television for the communications center. The current television is analog only and Mediacom is migrating their cable television service to digital only. Koppert also noted that the current television was purchased by private funds from the dispatchers and himself many years ago.

M/S/C Schelling/Shouse to authorize the 911 director to purchase a replacement television for the communications center. Carried unanimously.

The Commission heard a request from 911 Director Koppert to allow current Cass County Sheriff's Deputy Corey Larsen to cross train as a dispatcher and work as a fill-in dispatcher on an as needed basis. His work availability would be subject to his work schedule as a deputy sheriff.

M/S/C Schelling/Harris to allow Cass County Deputy Corey Larsen to train as a part time dispatcher. Carried unanimously.

There were no public comments or concerns.

MSC Schelling/Shouse to adjourn at 8:38pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rob Koppert". The signature is written in a cursive, flowing style.

Rob Koppert, TAC - Recording Secretary