

Cass County Public Safety Commission

Steve Livengood, Chair
Sheriff Darby McLaren, TAA
Cass County Courthouse
5 West 7th Street
Atlantic, Iowa 50022
712-243-2204 (Voice) 712-243-3701 (Fax) rkoppert@casscoia.us

Julie Adams, Vice-Chair
911 Director Rob Koppert, TAC

Minutes

November 26, 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 | | X |

Staff present: Rob Koppert

Citizens present: Darby McLaren, Mike Kennon

Chairperson Steve Livengood opened the meeting at 5:05pm

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

M/S/C Shouse/Adams to approve the October 2012 Minutes. Carried unanimously.

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

911 Director and TAC Rob Koppert reported to the Commission on the training of dispatcher Sheri Hansen, narrowbanding and the AFG grant for radio for the fire departments, and the subscription to APCO's Retains project to study the staffing level of the communications center. He also reported on his participation of the 911 Task Force and the report to the legislature that will be submitted on December 1, 2012.

Commission member Mark Wedemeyer arrived at this time.

In business regarding the re-location of the communications center, Commission member Julie Adams reported that she had spoken to Cass County Board of Supervisor Chuck Rieken regarding the move of the communications center. Rieken expressed concerns regarding the center's use of 12-hour shifts and whether they were a violation of labor laws. Adams questioned where that information could be obtained by both Sheriff Darby McLaren and 911 Director Rob Koppert that the question was raised several years ago, and information and advice from Iowa Workforce Development's Time and Labor Division was obtained and a has been followed since that time. Essentially, each work week beings at 12:00am Sunday morning and continues through 11:59pm Saturday. The first 40 hours worked in that time period are paid as regular time, with the remaining hours paid as overtime hours and at the overtime rate. This replaced a previous method of paying overtime on hours beyond 171 hours in a 28-day period, periods that began on the date of employment. Adams recommends a written response be sent to Chuck Rieken.

It was reported that there was consensus among four members of the board of supervisor's to conduct a study to determine the costs of moving the 911 center to the 3rd floor and to renovate the area. As of this meeting, there has not been a vote of the board of supervisors to approve such a move. The board's next meeting is November 30th at 1:30pm. 911 Director Rob Koppert was instructed to request of the county auditor that the Cass County Public Safety Commission's request for a vote by the Cass County Board of Supervisors on

approving the move be placed on the board of supervisor's agenda. Chair Steve Livengood indicated that he would attend the board of supervisors meeting.

In Old Business, the Commission tabled signing of the employment contract with 911 Director Rob Koppert until the next meeting. The recent jail inspection was discussed, and the inspector's opinion that the dispatchers be trained as jailers and become certified. After discussion, it was determined that 911 Director Rob Koppert write a letter to the Iowa Department of Corrections, indicating that while the Cass County Public Safety Commission disagrees with the jail inspector's opinions for various reasons, the Commission will develop and send the inspector a plan for training the dispatchers as jailers. 911 Director Koppert also suggested that a Iowa Attorney General's opinion on the matter be sought and was instructed to contact Cass County Attorney Dan Feistner regarding the matter and requesting the opinion.

In New Business, the Commission discussed projects for consideration in the FY1314 Budget. Commission member Julie Adams stated she felt that the 911 center was badly understaffed and recommended the funding for at least one more full time dispatcher. Commission member Shawn Shouse suggested budgeting for a 6th full time dispatcher beginning July 2013. Also discussed was the need to update the radio console equipment, which was installed in 1996 and is over 16 years old now and in which replacement parts are beginning to become difficult to locate. 911 Director Koppert was advised to locate additional funding streams and he advised he had a few in mind.

There were no public comments or concerns.

MSC Harris/Shouse to adjourn at 6:48pm.

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