Cass County Public Safety Commission

Sheriff Darby McLaren, TAA 911 Director Rob Koppert, TAC
Cass County Courthouse
5 West 7th Street
Atlantic, Iowa 50022
712-243-2204 (Voice) 712-243-3701 (Fax) rkoppert@casscoia.us

Minutes

December 20, 2010
Basement Meeting Room

Members present:	Chuck Kinen, Dave Dunfee, Kathy Somers, Steve Livengood, Julie Adams and Mitch Holmes
Staff present:	Rob Koppert
Citizens present:	Mike Kennon, EMA Coordinator

Chairperson Dave Dunfee opened the meeting at 5:00pm

MSC Kinen/Livengood to approve the agenda as published. Carried unanimously.

MSC Livengood/Adams to approve the November 2010 Minutes. Carried unanimously.

MSC Kinen/Holmes to approve the November financial statements and bills. Carried unanimously.

TAC Rob Koppert gave his report and that the shredder in the communications center needs replaced. After discussion, it was decided to purchase inexpensive crosscut shredders and to dispose of them when they breakdown, instead of trying to maintain and fix more expensive shredders. TAC Koppert agreed adding that the cost of an appropriate shredder for the communications center was very expensive, and that the Commission would probably save money by purchasing the inexpensive personal use type shredders owing to the reduced amount of paper that the communications shreds on a daily basis. Koppert also discussed an issue of employee discipline which had just occurred.

MSC Kinen/Livengood to forego purchasing an expensive industrial rated crosscut shredder and purchase inexpensive personal use crosscut shredders and dispose of them as needed. Carried unanimously.

There was no Old Business discussed

In New Business, the Commission discussed the need for a policy and waiver of liability to be signed by cities and emergency response departments who wish to receive call notification information via text message on their cell phones. Consensus was that TAC Koppert work on such document and present it at a future meeting. Also discussed was the need to update the Policy Manual, some parts which date back to 1996 and are out of date. Currently, the Commission uses the Cass County policies for non-union employees, with the exception of policies that have been drawn up by the Commission to cover specific situations. Plus, several policies from the outdate union contract are still adhered to as agreed by the Commission when the union was dissolved. Consensus was to have TAC Koppert begin work on consolidating all policies into one policy manual. The Commission also reviewed the preliminary budget for FY2011-2012 in the amount of $323,320.00 which is a 3.25% increase from the prior year. The majority of the increase was due to a 2% increase in wages. It was the consensus of the Commission to act on the budget during the January meeting so that finalized insurance figures could be received.

There were no comments or concerns brought by any citizens.

The next meeting will be January 24, 2011 at 5:00pm.

MSC Somers/Adams to adjourn at 5:39pm.

Respectfully Submitted,

Rob Koppert, TAC
Recording Secretary