

Cass County 911 Communications Center

Sheriff Darby McLaren, TAA Rob Koppert, TAC
Cass County Courthouse
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MINUTES

March 23, 2009

Members present: Chuck Kinen, Dave Dunfee, Steve Livengood and Kern Miller
Staff present: Rob Koppert
Citizens present:

Chairperson Dave Dunfee opened the meeting at 5:16pm.

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

MSC Kinen/Miller to approve the Minutes of the meeting of February 9, 2009. Carried unanimously.

MSC Livengood/Miller to approve the February Financial Statements. Carried unanimously.

Terminal Agency Coordinator Rob Koppert gave his report, and updated the Commission that Shield Technology Corporation has a free CAD upgrade, and also an upgrade from the Pervasive SQL database to MySQL database which will allow CAD entered data to be sent automatically to the Records Management System. The RMS is currently on My SQL, so the change will only affect the systems with CAD. They will also be installing software to the CAD that will make it possible to page fire departments or other entities via text message to cell phones. Koppert reported that he had recently attended updated TAC training which was held in his office. A few items were brought up, mainly security of the 911 center and offices where the IOWA System was accessible. Those areas needed to have signs indicating they are "Secure" areas and the "Authorized Personnel Only" should be admitted. Also discussed during the training were updated requirements for background checks for anyone who may have access to the 911 center, including elected officials and the public safety commission. Everyone will have to have a background check performed, and fingerprints taken and sent to the Iowa Division of Criminal Investigation and the FBI. Koppert also informed the Commission that he and Emergency Management Coordinator Mike Kennon had been cleaning the office and putting the furniture back together. Koppert reported that he attended the Iowa 911 Advisory Council Meeting in Des Moines and was able to get updated on several issues. Koppert reported that the southwest fire paging repeater was having problems, and the issue was found to be a faulty back up battery, which was replaced. Koppert informed the Commission on issue regarding the maintenance and repair of the courthouse tower, specifically the ground straps which have been torn on 2 of 3 tower legs. Koppert reported that April 12th through 18th was National Public Safety Telecommunications Week. He also reported that he had overhauled the shredder, but wasn't sure how much longer it would last. Several teeth in the shredder are missing and paper jams at these locations quite frequently. Koppert reported that he had attended Homeland Security Exercise Evaluation Course as required. Koppert also updated the Commission on the status of RAGBRAI, that it would start in Council Bluffs with overnight stays in Red Oak and Greenfield. The route would not take it through Cass County. Koppert has been asked by the Region IV Fusion Center, who was requested by the Iowa State Patrol, to provide a Virtual Command Post utilizing the Cass County EMA trailer and a certified dispatcher for the entire route. Koppert will be attending a meeting to get more information. Koppert informed the Commission that he provided a document of verbal discipline to a dispatcher who violated two communications center and jail rules. Finally, Koppert updated the Commission on the health status of dispatcher Shawn Page.

The Commission felt that since Shawn was working nearly fulltime hours; of the hours he was working, that one half of them should be his regularly scheduled hours. TAC Koppert to relay this information to Shawn Page.

In Old Business, TAC Koppert passed out copies of the Articles of Agreement and Bylaws for the Cass County Public Safety Commission. It was noted that in order to be a member of the Commission, that person needed to be a duly elected official from the county or city they were representing.

There was no New Business discussed.

There were no comments or concerns brought by any citizens.

MSC Kinen/Livengood to adjourn at 5:47pm. Carried unanimously.

Respectfully Submitted,

Rob Koppert, TAC
Secretary